



**Agenda
Select Board Meeting
Town of Damariscotta, Maine
December 21, 2022
4:30 PM**

Join Zoom Meeting: <https://us02web.zoom.us/j/87878201039>
Meeting ID: 878 7820 1039 Passcode: Dama22

- I. Pledge of Allegiance**
- II. Call Select Board Meeting to Order**
- III. Call Budget Committee Meeting to Order**
- IV. Official Items**
 - 1. Appoint Budget Committee Officers
- V. Discussion Items**
 - 1. Budget Committee Overview
 - 2. FY 24 Budget Schedule/Process
 - 3. Budget Updates/Forecast
- VI. Adjournment**



**Agenda
Select Board Meeting
Town of Damariscotta, Maine
December 21, 2022
5:30 PM**

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Meeting ID: 878 7820 1039 Passcode: Dama22

- I. Pledge of Allegiance**
- II. Call Select Board Meeting to Order**
- III. Minutes**
 - 1. December 7, 2022 Select Board Minutes
- IV. Financial Reports**
 - 1. Payroll Warrants #
 - 2. Accounts Payable Warrants #
- V. Citizen Comments and General Correspondence**
- VI. Town Manager Items**
 - 1. Capital Project Updates
 - 2. MCOG Draft Strategic Plan
 - 3. TIF Program
- VII. Official Action Items**
 - 1. Budget Committee Appointments
 - 2. Set Public Hearing for Various Ordinance Updates
- VIII. Select Board's Discussion Items**
 - 1. CBDG Update
- IX. Adjournment**



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Andrew Dorr
Town Manager

Town Manager's Report

November 12, 2022

1. Capital Projects

- a. Miles St - The contract is being drafted which will enable the contractor to procure materials and lock in their work schedule.
- b. Egypt Rd/Belvedere Rd - Amendments to the project scope, for Egypt Rd, have been sent to the contractor as we look to finalize the contract. We will be meeting on Monday to decide on the changes and hopefully establish a schedule for the upcoming work. The sign on Egypt Rd indicating upcoming construction is meant to inform the public of upcoming work and we should have a better sense of the work schedule after Monday.
- c. Hodgdon St - The engineers are finalizing the designs based on follow-up visits with property owners this past month. The board should expect a draft of the RFP to be available in January with the strong possibility of putting the project out to bid in February.
- d. Church St - Engineers are completing a high-level estimate of the Church St project for the purpose of applying for grants. The project is not fully designed yet, but with the amount of input to-date, there is enough to get a sense of the overall cost.

2. **Church St Grant Funding** - An email was received from a state agency sharing a funding opportunity for the Church St crossing at Castner Creek to be replaced. Our engineers have been working on updated cost estimates for this project and we will compare those to the estimate provided to us by the state agency. More details will be available at the January 4th meeting at which point the agency would need a letter of support and a commitment from the town if we wanted to be included in the funding opportunity.

3. **Public Works Committee** - the committee met last week for the annual ride to establish items that need to be included in the upcoming year's workplan. I should have the report out on that in January, which will help inform the budget process and upcoming requests.

4. **MCOG Strategic Plan** - MCOG has finalizing their Strategic Plan. The Board met this past week and will continue to review the plan. The organization proposes to cover a broad area of need and have a major emphasis in the following areas:
 - a. Midcoast Sense of Place
 - b. Hub of Excellence
 - c. Bringing Federal and State funds to the Midcoast region
 - d. Housing
 - e. Sustainability and Resiliency
 - f. Communication
 - g. Diversity, Equity, and Integration

5. **TIF Program** - Isabelle and I are working on a proposal for the board to consider amendments to the TIF Program. Currently, the program in place is failing to perform the way it was modeled. There is a need to understand why that is and we want to bring forward amendments that will help us achieve the goals that the program outlined. Expect more on this topic at the January 4th meeting.

6. **Budget Committee Appointments** - Max Johnston and Gary Rosenthal have expressed interest in serving on the Budget Committee. After some research, we identified that Max's term ended last June, although there had been some confusion about that. He intended to stay on the committee and would have had his name on the ballot at town meeting if he had known. I recommend appointing him to the currently vacant 2-year term. There are two alternate member seats and I recommend that Gary serve one of those terms. Both of these appointments would be effective this fiscal year and they would be eligible to seek election at town meeting to fill any vacant seats.

7. **Ordinance Updates** - Please refer to Isabelle's memo on the proposed amendments to the Land Use Ordinance, Site Plan Review Ordinance, and the Subdivision Ordinance. The updates are primarily grammatical and non-substantive and have been approved by the Planning Board.

8. **CBDG Update** - Max Johnstone of MCOG has provided you with a memo regarding the CBDG funding that the town received this year. You will see that he has identified another business that is interested in utilizing the funds and he also provides an outline of the next steps. If the board is inclined to work with this business to utilize these funds, we can proceed with the next steps.



2022-2027

Midcoast Council of Governments Five-year Strategic Plan



focus on the priorities they deemed most important: Housing, Infrastructure funding, and the Hub of Excellence (regional economic development).

The Board of Directors are responsible for the fourth step in the strategic planning process: review and approval of this Final Strategic Plan. The Plan synthesizes information collected from all stakeholders, consolidating input into Seven Goals:

- **Midcoast Sense of Place**
- **Hub of Excellence**
- **Bring more Federal and State \$ to the Midcoast Region**
- **Housing**
- **Sustainability and Resiliency**
- **Communication**
- **Diversity, Equity, and Integration**

The goals break down into strategies, with supporting actions described by the following tables:

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Action in support of the strategy	H, M, L	1-5; and stepped based on actions	Funding in support of the action	Preliminary list of participants, will evolve over time	Measurable accomplishment

This strategic plan and available resources guide the annual work plan and budget. The key action supports the strategy. The priority is based on input from the planning process (particularly the SWOT analysis) and is either High, Medium, or Low². The period is generally identified as year 1 through 5. We will identify funding possibilities, if known, as well as preliminary partners in the strategy. Benchmarks are provided, where appropriate.

² All priorities are important, but the high medium low designation considers, staffing, staging, mission appropriateness, and funding.



Present Mission and Vision Statement.

The Board of Directors established a mission for MCOG in the winter, 2021. The mission is to **strengthen the capability of member municipalities and counties** to act individually and collectively to make Midcoast Maine a better place to live, work, and play.

This involves:

- Developing and implementing a **regional economic development strategy**;
- Identifying, developing, and implementing **regional strategies for other pressing issues and opportunities**;
- **Mobilizing resources in the region**, including member municipalities and counties, business and economic development organizations, environmental and conservation nonprofits, schools and research laboratories, and others, to implement regional strategies;
- **Providing technical assistance to municipalities and counties** to effectively design and implement planning and development policies;
- **Advocating at the state level for policies and funding** that support regional and local planning and development strategies;
- Exercising other such powers as member **municipalities and counties may delegate**.

The call for this strategic plan emanated out of this mission statement and guidance from the MCOG Board of Directors

Organizational Statement. Based on MCOG Bylaws and State Statute, MCOG exists as a creature of its' municipalities. As such, this strategic plan is implemented through MCOG's structure:

MCOG General Assembly: Membership, representing each community in the MCOG region will provide general policy guidance, provide a platform for regional discussion, and approve MCOG's annual operating budget. The General Assembly meets twice per year.

MCOG Board of Directors: The General Assembly approves membership to the Board of Directors (BOD). The BOD provides budget and organizational oversight. The BOD is responsible for final approval and implementation of this Strategic Plan and the supporting annual work plan.

MCOG Subcommittees:

Midcoast Economic Development Committee (MCEDC): responsible for implementation of economic development strategies as well as the development of the Community Economic Development Strategy (CEDS) necessary for Economic Development Administration funding. This CEDS process is a useful vehicle for all other economic development planning.

MCOG Loan Committee: Monitor's MCOG's loan portfolio while acting upon loans and investment to businesses that further the goals of the strategic plan.

MCOG Nominating Committee: Appointed by the President of MCOG, this group will be responsible for nominations to the MCOG committees

MCOG Ad Hoc Committees: The BOD may establish additional committees as needed.

MCOG Staff: Staff provide for the daily implementation of the Strategic Plan while meeting the needs of member communities. MCOG is funded through a variety of mechanisms, all of which require some level of reporting. Presently, MCOG is staffed with 5 full time (one a contractor) and part time contractors. The Executive Director reports directly to the Board of Directors. Staffing levels are based on demand and funding levels.

Based on recent experience, internal implementation workgroups are as follows:

- Community and Regional Land Use Planning
- Economic Development
- Sustainability and Resiliency
- Housing
- Transportation Planning

Staff have responsibility for one or more of these working groups, as overseen by the Executive Director. Partnerships will be cultivated to expand capacity and meet the goals of this plan. Strategic plan benchmarks tracking will be presented to the Board of Directors for their evaluation every 6 months. Budgets, staffing levels (including permanent and contracted positions), schedules, and priorities will be adjusted as needed.

Strategic Plan Primary Goals and Strategies. The strategic plan forums helped collect the base information for this strategic plan. The General Assembly further refined the plan by identifying key priorities for the region. The Board of Directors will review and approve this plan, with an eye towards the annual work program and the key benchmarks we as a planning and municipal service organization, want to achieve. With each annual work plan, we will assess our strategic plan goals and strategies and adjust the work plan accordingly.

Funding Strategies. Any Council of Governments operates with multiple funding resources, some requiring local matching funds, often expanding internal staff capacity. Dues are also valuable matching sources because they are non-federal and unrestricted in use. Annually, staff and the BOD will examine funding resources, combining programs with match to achieve the strategies of this plan and maximize MCOG's ability to provide supportive staffing. The importance of dues, and their strategic use, cannot be understated.

Midcoast Council of Governments Strategic Plan

1. **Midcoast Sense of Place. *Preserve and strengthen, through land use strategies, investment, and membership support the sense of place and character associated with MCOG town centers, villages, neighborhoods, working waterfronts and the natural landscape.***



- a. Map growth and non-growth areas, aligning them subregionally and coordinate to reduce conflict and sprawl.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Create a report on conflicts and barriers in growth and nongrowth areas	m	1	Technical Assistance program	MCOG, communities	Conflicts inventory, mapped

- b. Identify critical working waterfronts, assess their vulnerability and address identified issues.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Develop key strategic partnerships to leverage work and funding	h	1	Coastal zone, EDA supplemental	MCOG, Region1, Island Institute (II), GOPIF, Casco Bay Estuary, COGs, other private and	Key working partnerships identified

				public non-profits	
Develop models and strategies for vulnerability assessments to working waterfronts	h	2+	GOPIF, Coastal Zone funding; position for infrastructure and energy funding	MCOG, II, communities	Working model for measuring vulnerability, funding

- c. Collaborate with regional partners to identify character-defining natural resource properties at risk, and coordinate strategies to protect and conserve high priority natural assets.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Create partnerships with local and regional conservation trusts	l	2-5	Foundations	MCOG, local trusts, Maine Farmland Trust, Midcoast Conservancy, others	Establish working group

- d. Brand quality and character of place as a strategy for the Midcoast Region and ensure that there is connectivity between community centers and the natural assets of the region.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Following conflicts analysis and the work associated with the “HUB”, establish working partners to focus on a Midcoast brand	m	3	EDA, MDOT, Maine Office of Tourism	MCOG Midcoast Economic Development Committee (MCEDC)	Coordinated brand for region

- e. Maintain MCOG’s place as a land use and comprehensive plan technical services provider for the region.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Provide direct technical assistance to MCOG communities as identified	H	ongoing	Maine Technical Assistance; community funding, GOPIF	MCOG staff, communities, state agencies	10 communities directly served per year

Provide technical training seminars and written information, web and email blasts	H	ongoing	Maine Technical Assistance, MCOG dues, state agencies	MCOG staff, partners by subject areas	Website update monthly; 5 seminars per year
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2. Hub of Excellence. Expand the MCOG region’s economic diversity by relaunching an economic development program focusing on embracing its place as a Hub of Excellence within the state of Maine’s economic development strategy.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Establish Midcoast Economic Development Committee (MCEDC), with work plan	H	1	EDA, Hubs of Excellence funding	MCOG	Group meeting (quarter, bi-monthly?) Annual CEDS

- a. Implement the use of the Midcoast Economic Development Committee (MCEDC) to investigate and conduct the following actions:
 - i. Identify and develop for MCOG the keys associated with Hubs: talent and a convergence of research, higher learning, skilled workforce and business, and a livable, healthy space (https://www.maine.gov/decd/sites/maine.gov/decd/files/inline-files/DECD_120919_sm.pdf).

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Identify and contact key assets for a HUB of Excellence in the MCOG region	H	2	EDA, Hubs of Excellence	MCEDC, Chambers, Tech Place, Laboratories, training institutions, II	Working group at midyear annual General Assembly meeting, report

- ii. Work with member communities to identify key local and regional businesses of all sizes to attract, grow or expand, identify supportive investment and infrastructure improvements to ensure that growth and link with MCOG’s partners in workforce development.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Create CEDS Plan, outline for upcoming update	H	Years 1-5, yearly update; update five-year plan (23-24)	EDA, Hubs of Excellence, Rural Development, FAME, and lending partners	MCEDC, Communities, Coastal County Workforce, Businesses	Annual and Five-year CEDS

- iii. Focus on the following business clusters, identifying their vulnerability, workforce needs, investment strategies, and link them to local development strategies:

1. Creative Economy
2. Marine Economy including fishing, aquaculture, and value-added production; coordinate with SeaMaine
3. Farming, hydroponics, and value-added production
4. Manufacturing, including, but not limited to:
 - a. Boatbuilding and composites
 - b. Machining and precision manufacturing
 - c. Technical components, including medical
 - d. Woodworking
 - e. Specialty food products and ingredients
5. Maine Bio and bio related research and manufacturing
6. Hospitality and ecotourism
7. Aviation
8. Green Economy

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Create an assessment and implementation strategy for each of the development areas above	M	2-5	EDA, Hubs of Excellence, Unknown	MCEDC, regional partners	Identify funding source for work; complete 2 focus areas per year

- b. Coordinate the work of MCEDC with the MCOG Loan Committee to grow and diversify MCOG’s lending and grant capacity, including links to private and public lenders and assist businesses that emanate from the work above or are identified through outreach. Establish a strategy for improving our:
 - i. Presence in the region;
 - ii. Access to funds; and
 - iii. Lending process.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Re-build the MCOG Loan Committee and update lending process	H	1	EDA, Loan sources and fees	MCOG, Loan Committee	Fill our board roster
Establish priorities for lending through ongoing coordination with MCEDC	M	2	EDA	MCOG Loan Committee, MCEDC	Tabulate loans by focus area
Build Unrestricted Loan Fund Balance	H	1	State, FAME	MCOG Loan Committee	Make \$1 million in loans from SSBCI by 2025

c. Establish a regional broadband strategy and assist member communities as needed.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Inventory the Broadband Needs of MCOG Communities	L	2	ConnectMaine Maine Broadband Coalition	MCOG and communities	Inventory presented to Board of Directors
Assist communities in addressing broadband need	L	3-5	ConnectMaine Maine Broadband Coalition	MCOG and communities	2 communities assisted per year

d. Coordinate businesses and workforce development with Goal 5 Regional Housing-workforce housing.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Conduct barriers to housing report for MCOG region	H	1	EDA Supplemental	MCOG	Final Report
Conduct deep data dive and baseline mapping, with survey of key businesses on staff needs by payroll and travel	M	2	MCOG dues, State Community Partnership funding, HUBs funding, EDA	MCOG, Center for Business and Economic Research (CBER, USM) regional housing partners	Final Report
Support Housing development activities	M	2-5	MH, Lenders, Genesis Fund	MH, Lenders, Genesis Fund, Community TIF strategies	2 projects per year in region

e. Work with Brunswick Landing Tech Place to establish a second center in the northeastern part of the region to further the work of incubator and shared workspace development while supporting innovation.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Identify key location and partners to move forward with second location	M	2	Unknown	MCOG, Brunswick Landing, Leadership Maine Group	Working Group Report

- f. Identify best practices for local permitting processes to help communities reduce the cost and barriers to development.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Build on Barriers to housing study and permit process for “permitted business uses” by inventorying local permitting processing/variations	L	3	Maine Technical Assistance program	Intern	Final Report with model ordinances



3. Bring more Federal and State \$ to the Midcoast Region. *Position the MCOG region and take advantage of the present opportunities for infrastructure and other supportive funding at the state and federal level.*

- a. Pursue funds that will assist the region and its community’s in meeting their strategic goals.

Infrastructure areas of focus could include:

- i. Town center roads
- ii. Town rural roads
- iii. State road systems
- iv. Municipal water systems
- v. Municipal sewer systems
- vi. Waterfront facilities and access
- vii. Municipal facilities

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Create an inventory of Municipal Infrastructure Needs	H	2	Bipartisan Infrastructure Law (BIL: https://www.maine.gov/bil/) other fed. funds	MCOG, MCEDC, communities	Inventory completed

- b. Use the Midcoast Economic Development Committee to develop fair and transparent criteria for including infrastructure projects in the Comprehensive Economic Development Strategy (CEDs).

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
MCEDC will develop a process for CEDs approval prior to developing the 5-year plan.	M	2	EDA	MCEDC	Approval of process

- c. Coordinate the application to Congressional Delegation for earmark funding.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Create a process for regional earmark awareness coordinated through MCOG	L	2	n/a	MCOG BOD, MCEDC	Process agreed to by MCOG BOD

- d. Coordinate the delivery of the MDOT Village Partnership in conjunction with MDOT.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Identify funding streams	H	1	MDOT, federal agencies directly	MCOG, MDOT	Establish funding source for work

- e. Revitalize the Route 1 Corridor Development strategy (aka Gateway 1) to coordinate transportation planning throughout the MCOG region, stressing:
- i. Connectivity, Village partnership
 - ii. Alternative transportation modes, including transit, pedestrian, and trails system investment
 - iii. Safe and efficient road systems at acceptable levels of service, and
 - iv. A reduction in energy and emissions in the corridor.
 - v. In conjunction with Goal 6, coordinate an EV charger planning and investment program and apply for funding at the state and federal level.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Conduct deep data dive and baseline mapping on transportation	H	1	MDOT	MCOG, CBER	Data Analysis completed

movement in the region					
Establish Route 1 Corridor and Village Connectivity Group	M	1-2	MDOT, federal direct funding	MCOG, CAPs, communities, transit operators, key businesses	Work Program established
Route 1 Corridor Action Plan revisited, update	H	1-2	MDOT, federal direct funding	MCOG, consultants	Evaluation Report: status of "Gateway 1"
Route 1 Corridor Action Plan	M	3-5	MDOT, federal direct funding, sub-projects	MCOG, MDOT, Lincoln County Planning Commission, CAPs, communities, transit operators, key businesses	Regional CIP reflecting local plans



- f. Provide annual training and technical assistance on demand for Tax Increment Financing proposals (business, infrastructure, affordable housing).

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Direct assistance and training programs as needed	L	ongoing	Maine Technical Assistance, CDBG, NBRC	MCOG, communities	3 communities per year; one seminar per year; website updated

- g. Assist our member communities by facilitating the development of a plan for regional ambulance services by:
 - i. Establishing the subregional collaborations and experts necessary to coordinate emergency response in the MCOG region;
 - ii. Working in subregions to define the baseline issues;
 - iii. Facilitate discussion in the subregions to establish a sustainable emergency response system across urban and rural borders.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Develop Subregional Action Plans	L	2	MCOG Dues	MCOG, Counties, private and public responders	Ensure that no community is without service

4. Housing. Implement a regional program that addresses the short term and long-term housing shortage in the MCOG region.



- a. Establish a regional working group to study and advocate for housing in the MCOG region.
 - i. Conduct an analysis of housing need across the housing, income and age continuum and provide a regional definition for affordable, workforce, and attainable housing.
 - ii. Collaborate with area business (clusters) to identify employment needs by job type, income, and locational preference, providing an additional understanding of supply needs by housing type.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Conduct a deep data dive and baseline mapping with surveys and focus groups for businesses	H	1	MDOT, Housing partnership, EDA Maine Technical Assistance	Maine Housing (MH); MDOT, Public (Bath and Brunswick HA) and private housing partners and groups (Boothbay, Knox County area, others)	Final data analysis

- b. Address the shortage of workforce housing by focusing on the development of public and private partnerships to meet housing need.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Work with local legislative delegation	H	2	Housing partnership	Partners within each	Subregional programs to address

to establish subregional model				Labor Market area	workforce housing need
Funding Incentive Program: creating accessory units	M	2	Housing partnership; Maine Housing Community Solutions	Bath and Rockland	Program established
Work directly and support existing housing coalitions and trusts	M	1-2	Housing partnership; Maine Housing Community Solutions	MCOG, Maine Housing (MH), Boothbay and Knox County area Trusts, Bowdoinham, HAs	Facilitate the establishment of one regional housing trust per year

- c. Identify and work with communities to address the conflicts between growth and non-growth area borders and the land use barriers that restrict development of workforce and affordable housing in the MCOG region.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Coordinate workforce housing focus with Goal 1 and 2.	H	2	Housing partnership grant	MCOG, Labor market subregions with housing partners	Specific sub-report on workforce housing solutions

- d. Identify funding sources and develop creative mechanisms (i.e., TIFs or Maine Housing Community Solutions Program) to assist communities and development partners in addressing the needs identified above.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Funding Program guide for communities	L	2	Housing partnership, other COGs	MCOG	Program guide

e. Develop regional and local strategies for the management of accessory and short-term rental units.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Convene working group	H	1, then ongoing	Housing partnerships, Municipal Technical Assistance, contracts	MCOG, hospitality industry, communities	Community Program Guide; direct ordinance assistance

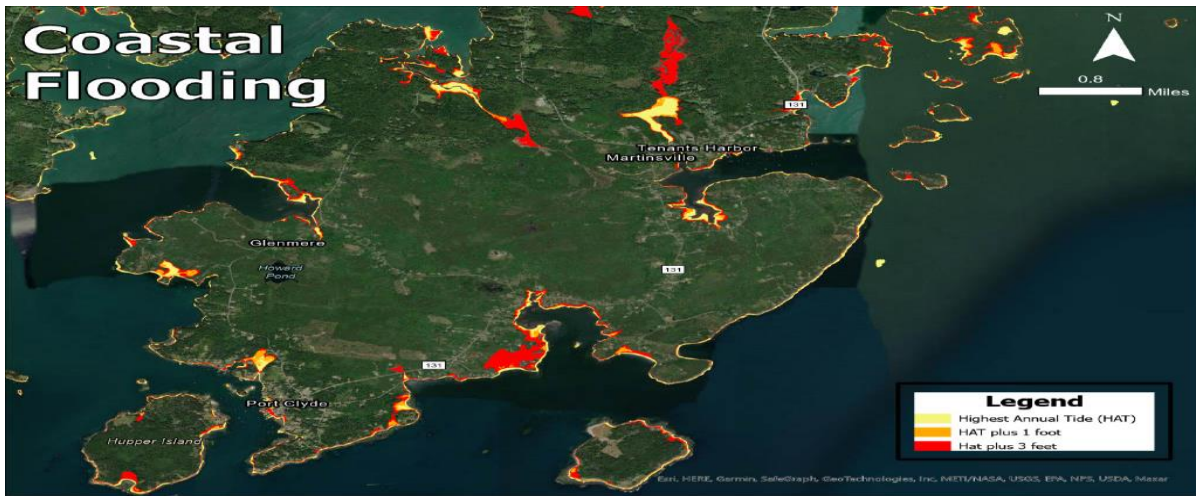
f. Collaborating with appropriate partners, help coordinate regional housing strategies for:

- i. Seniors;
- ii. Homelessness; and
- iii. Supportive Housing

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Provide guidance for communities on creating housing for groups identified	L	ongoing	Community Partnership Grants, MH	MCOG, housing partnerships	3 communities per year direct assistance; website guidance, email blasts

g. After needs assessments, further assess the potential for intergenerational housing development.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Survey community interest for a pilot	L	3	MH, Genesis, lender partners, federal agencies	MCOG, communities	Survey results



5. Sustainability and Resiliency. *Establish an effective sustainability and resiliency program that helps member communities address issues of climate change, reduce its’ root cause - carbon emissions, while embracing the green economy.*

- a. Develop a regional Sustainability and Resilience Plan that:
 - i. Collects and analyzes data to establish a baseline of climate related challenges on a local and regional. Examples include:
 - 1. Sea level rise
 - 2. Storm event changes
 - 3. Wildlife impact zones
 - 4. Emissions
 - 5. Energy consumption
 - 6. Vulnerable populations
 - ii. Develop local and regional plans, with our partners, to mitigate or reduce the impacts of climate change while embracing the green economy³ as an implementation tool.
 - iii. Identify financial resources to support the plan.
 - iv. Implement the Sustainability and Resiliency Plan

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Utilize St. George Pilot to create a model for program delivery	H	1	Community Partnership grant, Coastal Zone Grant	MCOG, St. George, consultants	Lydar modeling and community vulnerability assessment

³ Green economy: UNEP (2011a): [A] green economy [is] **one that results in improved human well-being and social equity, while significantly reducing environmental risks and ecological scarcities.** Further defined, green economy can be “economic activity related to reducing the use of fossil fuels, decreasing pollution and greenhouse gas emissions, increasing the efficiency of energy usage, recycling materials, and developing and adopting renewable sources of energy” (Maine’s Green Economy: An Overview of Renewable Energy and Energy Efficiency Sectors, Maine Department of Labor, February 2010).

Establish a MCOG Sustainability and Resiliency Plan	H	1	EDA Supplemental, MCOG Dues	MCOG, community partners, consultants	Program Plan to guide MCOG in Sustainability
Working Waterfront vulnerability assessments	M	2-3	Community Partnership grant, Coastal Zone Grant, NOAA	MCOG, consultants	2-3 per year
Deep data dive and baseline regional mapping	H	1-2	Community Partnership grant via community contracts, NOAA	MCOG, state agencies, GIS support systems, CBER	Baseline maps to assist communities; storyboard for website
Engage communities in creating a local plan through the community Resilience Partnership	M	2-3	Community Partnership Grant	MCOG Communities	2-3 community enrolments per year;
As a R1CC member Coordinate subregional cohort initiative	H	1-4	Community Partnership Grant	MCOG subregions (BBT area, Coastal Sagadahoc, Coastal Knox, partner with Lincoln County Planning Commission	Convene and continue subregional working groups in the first 3 years

- b. Ensure that commercial, industrial, institutional, and housing developments consider green economy implications and address issues of sustainability and net-zero impact.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Explore the Green Economy and adopt an MCOG-based model	H	2	EDA, Foundations, USDE, EPA	MCOG, MCEDC	Define the Green Economy for MCOG region
Invest in businesses and housing adhering	M	3-5	Loan partners, EPA, USDE,	MCOG Loan Committee, emerging	Establish Loan Portfolio

to the MCOG Green Economy			other federal agencies	housing partners	
Develop model development codes focused on net-zero impact	M	2-3	Foundations, EPA, Maine Technical Assistance, MH	MCOG, Communities, Island Institute	Model code examples
Adapt the MCOG website and training program to support Sustainability Programs	H	1	Maine Technical Assistance, Community Partnerships, Foundations	MCOG communities, GPCOG and SMPDC, Island Institute	Website location, updated
Partner with Maine Clean Communities (GPCOG) to connect communities to EV and energy resource information	M	ongoing	USDE, MDOT	MCOG, GPCOG, communities	Website location established and maintained
Establish an internship program focused on sustainability planning	M	1	MCOG dues	MCOG, communities, sustainability community	1 or more interns per year
Become a member of the R1CC, support the RICC coordinator	H	2	Community Partnership program	Gabe McPhail (R1CC coordinator)	Member, 2023

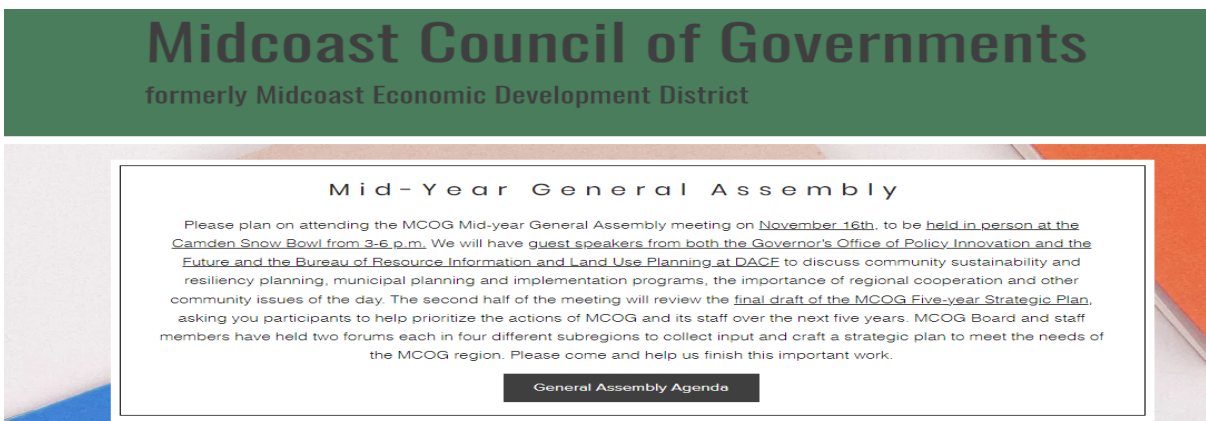
c. Establish a baseline and measure the demographic impacts of climate migration into the region.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Using generated data and baseline mapping, conduct a vulnerability assessment of MCOG residents	L	3	CBER	MCOG	Report: those most vulnerable to the impact of climate change

6. Communication. Strengthen the recognition of MCOG, and the region, through communication, collaboration, and the use of technology.

- a. In preparation of or in collaboration with branding and website design, revisit the present Mission and Vision Statements.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Establish new Mission and Vision statement	H	1-2	N/A	MCOG BOD	New statement to June General Assembly
Establish key, common message points when talking about MCOG	L	1	N/A	MCOG BOD	Standard elevator speech



- b. Create opportunities, through funding and internal communication for collaboration among member communities.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Generate 5 projects for community collaboration	M	1-5	Community and housing partnerships, MCOG dues, MDOT,	MCOG, BOD, communities	1 specific collaboration project per year
Develop Community Bulletin Board on website, with email blasts	M	2	Maine Technical Assistance program	MCOG, consultant	Community Page, website

- c. Identify and connect critical partnerships needed to achieve MCOG goals and build capacity in the region.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Inventory key partners in the MCOG region by topic area	H	2	unknown	MCOG, public and private partnerships, BOD	Inventory of partners on email list, updated every 6 months; Collaboration list by partnership interest

- d. Upgrade MCOG’s communications management system, including its email blast system, the website, and the use of social media where appropriate.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Develop a formal communication strategy adopted by the BOD	H	2	Maine Technical Assistance and MCOG	MCOG Staff and BOD	Adopt formal plan
Upgrade the website and maintain	H	1	MCOG	MCOG and consultant staff	Upgraded website
Dedicate staff or consultants to professionalize communications	L	2	MCOG	MCOG	Dedicated person

- e. Position MCOG and its’ website as a go-to resource for member communities in addressing comprehensive planning, land use strategy implementation, and associated capital planning.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Maintain Maine Technical Assistance contract and populate website with critical land use information	H	ongoing	Maine Technical Assistance Grant	Lead Technical Assistance Program Planner	Website as a working reference and referral source

- f. Regularly inform the MCOG community of funding availability and provide technical assistance where needed.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Consistently post funding Announcements by email and website	M	ongoing	Maine Technical Assistance Grant		Maintain monthly and emergency blast system; community bulletin board on website

- g. Collaborate with Lincoln County Planning Commission on regional planning efforts whenever appropriate.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Create an MOU between the two organizations to ensure a working relationship	H	1	N/A	MCOG, Lincoln County Planning Commission	Approved MOU by both Boards
Develop Collaborative projects shared by the two organizations	M	1-5	unknown	MCOG, Lincoln County Planning Commission	1 project per year

- h. MCOG, working with its membership, will advocate for the region where state policies will have direct impact.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Establish a plan for advocacy by MCOG and periodically advocate certain positions	L	ongoing	N/A	MCOG BOD	N/A

7. Diversity, Equity, and Integration (DEI). *Within the framework of a Green Economy, develop a DEI core plan that addresses how MCOG will address issues of employment, education, and service among vulnerable demographic groups of the Midcoast Region.*

- a. Identify and map key non-profits for collaboration and clearly define MCOG’s role in that assistance; provide a consistent platform for the discussion of DEI issues.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Establish MCOG DEI working group	M	1-2	MCOG dues	MCOG, communities, CAPs, non-profit organizations	Organizational meeting, define DEI for MCOG region

- b. Develop an understanding of the key issues for DEI by:
 - i. Conducting a deep demographic analysis of the region to better understand MCOG’s people.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Coordinate deep data dives and mapping with DEI focus	H	1-2	MDOT, Maine Technical Assistance, lending institutions	MCOG, CBER	Data report

- ii. Provide a baseline for measuring income disparity across all demographic groups and establish trends.
 - iii. Identify and describe demographically the key social service issues facing our member communities.
 - iv. Develop an action plan to address DEI issues within the parameters of green economy planning.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Identify key population groups by need	M	2	MDOT, Maine Technical Assistance, lending institutions	MCOG, DEI coalition, lenders, businesses	Action plan

- c. Work with MCOG communities and partners to establish the region as a community for all ages while addressing issues of agism and need disparities among our seniors.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
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Establish Age Friendly Collaboration in MCOG region	L	3	AARP, Maine Age-Friendly Communities Resource Center	MCOG, Age friendly collaborators	Coalition established
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- d. Establish an employment and entrepreneurial development strategy with regional partners that better prepares and diversifies the MCOG workforce for a changing economy while integrating new Americans.

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Establish/work with working group(s) in the MCOG region to define the issue	L	2	unknown	MCOG, Coastal County Workforce, Maine Immigrants' Rights Coalition	Coalition meeting

- e. With demographic information, address issues of increasing income disparity including, but not limited to the following:
- i. Cost of housing
 - ii. Cost of transportation
 - iii. Cost of day care and services to rural citizens
 - iv. Cost of energy efficient homes for poor homeowners

Key Action	Priority	Time Frame: Yrs. 1-5	Funding Possibilities	Who	Benchmarks
Develop demographic report on the impacts of growing income disparity for existing MCOG population groups	M	3	Foundations	MCOG, Island Institute, non-profit agencies	Report published



Town of
Damariscotta

Andrew Dorr <adorr@damariscottame.com>

Town Budget Committee

Gary Rosenthal <harvardsuperintendent@gmail.com>
To: "adorr@damariscottame.com" <adorr@damariscottame.com>

Sun, Dec 11, 2022 at 10:55 PM

Good evening, Andy;

As you are aware, I am on the Town Planning Board (as an alternate). We met at one of the meetings sometime after you had arrived from Vinalhaven. I had mentioned to you that I was a Principal under Superintendent George Joseph there on the island and since then have served in a number of school administrative positions before retiring as a Superintendent / Budget Director in 2018.

I bring a tremendous amount of budget and finance experience to the table and I continue (as I have for 15 years) to teach School Finance at St. Joseph's College and now New England College. Could you please advise me as to what I would need to do to be considered for this position; feel free to call me at 380-3556 (cell) or respond by email;

Thanks in advance for your consideration - and I look forward to hearing from you.

Gary

Gary Rosenthal
207-380-3556 cell



TO: Selectboard
Andrew Dorr, Town Manager
FROM: Isabelle Oechsle, Town Planner
DATE: December 21, 2022
RE: Miscellaneous Updates to the Land Use, Site Plan Review, and Subdivision Ordinances

BACKGROUND

Staff is proposing a variety of miscellaneous amendments to the Land Use, Site Plan Review, and Subdivision Ordinances (collectively, the Town's zoning ordinances). The amendments are intended to correct existing typographical errors, to define previously undefined terms, to make the Ordinances more user-friendly to the average reader, and to update references to administration of the development review process.

The proposed amendments were workshopped by the Planning Board during their meeting on September 19, 2022. A copy of the minutes of that meeting are attached. In general, discussion during that meeting focused on the development review process. Additionally, the Board identified other priorities to be addressed as part of future substantive policy discussions (though these items are not included in this round of updates, which are intended to be non-substantive in nature).

On [November 7, 2022](#), the Planning Board held a public hearing on these items. The Board heard comment from one member of the public, voted to close the public hearing, and ultimately voted to forward a positive recommendation to the Selectboard to adopt the proposed changes as drafted.

The draft, red-lined changes are attached to this memo for your review.

RECOMMENDATION & NEXT STEPS

Staff recommends adoption of the proposed Ordinance amendments as drafted. If the Selectboard is in favor, a Special Town Meeting will need to be convened and noticed twice in the newspaper.

**PLANNING BOARD MEETING MINUTES
TOWN of DAMARISCOTTA
September 19, 2022 6:00 P.M.**

Live and via Zoom

MEMBERS: Jonathan Eaton, Chairperson; Jenny Begin, Neil Genthner, Wilder Hunt and Ann Jackson

ALTERNATES: Gary Rosenthal, and Dan Day

ABSENTEES: Wilder Hunt

STAFF PRESENT: Isabelle Oechsle, Town Planner; Lynda Letteney, Recording Secretary

PUBLIC PRESENT: Geoff Keochakian, LCTV; Evan Houk, *Lincoln County News*

I. Pledge of Allegiance

Chairperson Eaton led the Pledge at 6:00 p.m.

II. CALL TO ORDER

The meeting was called to order at 6:02 p.m. by **Chairperson Eaton**

On motion (Genthner/Eaton) to seat Dan Day as alternate for Wilder Hunt and Gary Rosenthal for Jenny Begin.

Vote: 3-0-0

III. MINUTES

On motion (Genthner/Jackson) to approve the minutes from July 11, 2022 as presented

Vote: 5-0-0

On motion (Genthner/Day) to approve the minutes from August 1, 2022 as presented

Vote: 5-0-0

On motion (Genthner/Day) to seat Jenny Begin (arrived at 6:15pm) in place of Gary Rosenthal.

Vote: 4-0-0

IV. BUSINESS MEETING

A. OLD BUSINESS

1. Revised Planning Board By-Laws:

Isabelle introduced this section, noting (in response to a question received over email) that these proposed By-Law changes do not supersede the 2018 adopted Code of Ethics – they are separate documents.

The first essential change regards the timeline on review of application. This is a proposed change from 2 weeks to 1 week in advance of the hearing. **Jenny** asked why the reference to including the agendas in the Town newsletter was removed. **Isabelle** said the agenda could still be in the newsletter, but the newsletter was recently paused for a number of months and that the Town's website should be the ultimate authority. **Isabelle** noted that she proposed a hard stop time of 10pm for public hearings and other agenda items so that the Board could point to that if it got too late, but allowing for any item already on floor to be completed. The Board suggested a 9pm stop time instead. **Isabelle** noted that she is proposing that the Board adopt a number of "standard" conditions, to be incorporated into the Notice of Decision for each application that

they review. The Board was overall supportive of this, though asked questions regarding the specificity of some of the conditions. **Isabelle** responded that it is intended to reflect the specific requirements of the Town's ordinances.

On motion (Genthner/Eaton) to accept as presented the draft of the Planning Board By-Laws with the time change to end a hearing from 10 pm to 9 pm. Vote: 5-0-0

2. Land Use Ordinance

The intent of the proposed changes is to streamline and define items previously undefined, and to clarify processes. An example is "significant tree" is in the ordinance, but not defined. "30 inches or greater in diameter at breast height" is a common definition. **Jenny** said in Bath the ordinance is that you have to replace a tree if you cut one down. People here are concerned about this. **Neil Genthner** said you have to be mindful of where the cutting is taking place, especially if the tree is a danger. We have to have "give and take" on this. **Isabelle** said if the Board is interested, they could have more analysis and discussion on this matter at a later date as part of a substantive policy change, however, these miscellaneous changes are intended to be non-substantive.

3. Site Plan Review Ordinance

Isabelle said she wanted to get rid of the flow chart currently included in the ordinance and instead make that a more nimble process that could respond to changing technology and needs. She wants to amend the document to clean it up and make it more succinct. i.e. The necessity of "10 copies" is outdated. #2 –pg. 4 would clarify that the burden of proof for a waiver lies with the applicant. Pg. 11 F – there is no policy change, just reformatting to make it easier to read. **Jenny Begin** would like to see a requirement for development to be "EV-ready" as part of the ordinance. **Isabelle** noted that that would similarly be a substantive policy change but that she would add it to her list for future discussion. Overall, the Board thought that the proposed changes in this section looked good.

4. Subdivisions

Editorial changes are similar to the previous sections. There is a carryover of definitions for "Significant trees" from the previously discussed ordinances. Page 4 #5/6 requesting changing 60 days to 30 days in order to streamline and meet applicant's needs. This streamlines the process vs. requiring additional time. When multiple times/meetings are required, everyone must attend two or more. As written it could end up being one or more. **Neil Genthner** said he had no problem with these, but wants to maintain flexibility. **Jenny Begin** said they have to have discipline as a Board to make sure they have *all* the information. **Isabelle** said the Board can always request more information and table applications, they just need to inform applicant of the specific information that they're looking for. **Neil Genthner** also questioned the "10 copies" saying some projects might need that. **Isabelle** said a Board member can get a hard copy anytime, but it falls on the applicant to provide any needed copies. She suggested perhaps adding the phrase "the Planning Board reserves the right to request paper copies" to all application materials.

Isabelle will schedule a Public Hearing on the Ordinance changes for a future meeting to discuss the proposed amendments to the Subdivision, Site Plan Review, and Land Use Ordinances.

B. NEW BUSINESS

1. None

C. OTHER

1. Questions from the Public - None

2. Housekeeping - None

3. Planner's Report- None

D. Adjournment

On motion (Begin/Genthner) to adjourn the meeting at 7:00 p.m.

Respectfully submitted,

Lynda Letteney
Recording Secretary

We the undersigned approve the minutes for the Planning Board Meeting of, 2021.

Jonathan Eaton, Chairperson

Jenny Begin

Neil Genthner

Wilder Hunt

Ann Jackson

CHAPTER 101
LAND USE ORDINANCE
DAMARISCOTTA, MAINE

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§101.4 DEFINITIONS

Except where specifically defined, all words used in this ordinance shall carry their customary meanings. The Word "shall" is always mandatory. The word "may" is always permissive. For the purposes of this Ordinance, the following words or terms shall have the following meanings, unless the context clearly indicates otherwise.

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Sewered: Connected to the municipal sewer system.

Significant Tree: Trees having a diameter at breast height (DBH) of 30 inches or greater, or any trees which are located in shoreland areas (those areas within 250 feet of the normal high-water line of any great pond, river or saltwater body, within 250 feet of the upland edge of a coastal wetland, within 250 feet of the upland edge of a freshwater wetland, or within 75 feet of the high-water line of a stream).

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§101.5 LAND USE DISTRICTS

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A. MAP

1. The location and boundaries of the above districts are hereby established on the map entitled "Land Use Map of the Town of Damariscotta," dated January 23, 1998, as may be amended from time to time by majority vote at the Annual Town Meeting, certified by the attested or conformed signature of the Town Clerk. The most updated version of this map shall be on file in the office of the Town Clerk. Said map is hereby incorporated in and made a part of this Chapter and shall be the final authority as to the current status of district locations. Additional printed copies of said maps are also available in the Planning Department, filed with the Town Clerk, which map is hereby made a part of this Ordinance. And, as amended June 10, 2015 on the map entitled "Damariscotta Maine—June 10, 2015—Zoning Map" filed with the Town Clerk.
2. Where uncertainty exists with respect to district boundaries as shown upon such map the following rules shall apply:
 - a. Unless otherwise indicated, district boundary lines are the center lines of roads, streets or rights of way.

- b. ~~The Official Zoning Map shall be the authority as to the boundaries of zoning districts, except in regard to the Shoreland Zoning Overlay Districts, which are more particularly described in Sec. 105.3. Where discrepency exists between the map and written description of each district, the written word shall prevail.~~
- c. Where discrepancy exists between physical features existing on the ground and the ~~Official Zoning Mmap and/or written district description~~, the Board of Appeals shall interpret the ~~—~~district boundaries.

DISTRICT DESCRIPTIONS (see Appendix A)

B. DISTRICT REGULATIONS

1. SCHEDULE OF LAND USES

Land Use ^{2,67}	District (P=Permitted; C=Conditional) ⁶					
	GR	C1	C2	R	WC	M
Commercial/Service						
Adult business establishments			C			
Art and crafts studios, antique shops and galleries	C	C	C	C		
Automotive services including repair		C	C			
Boat storage and repair			C			
Contractor's offices and associated facilities			C	C		
Day care centers (more than 12 children under 13 years of age)			C	C		
Day care centers (when accessory to public schools, religious facilities, multi-family or MF or mixed						

Commented [1]: Tables may look different. Policy changes were not made, but I put the tables in alphabetical order for usability.
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residential- developments, and mobile homeMH parks (see note 2))						
Day care facilities, small (3-12 children under 13 years of age)	C	C	C	C		
Drinking places		C	C			
Drive-thru facilities as an accessory use		C	C			
Engineering, management and professional offices and related services		C	C	C		
Equipment dealers and equipment repair			C			
Farmer's market	C	C	C	P		
Financial institutions including banks		C	C			
Formula business			C ³			
Gasoline service stations			C			
Gasoline service stations which are a part of and subordinate to a retail use			C			
Hotels, motels, inns		C	C			
Lumber and building materials dealer			C			
Movie theaters except drive-in		C	C			

theaters						
Neighborhood stores		C	C			
New and used car dealers			C			
Personal Services		C	C			
Places of indoor assembly, amusement or culture		C	C	C		
Recreational vehicle, mobile home dealers			C			
Research and testing laboratories			C	C		
Restaurants		C	C			
Retail stores		C ³	C ³			
Service stations		C	C			
Veterinary facilities excluding kennels and humane societies			C	C		
Veterinary facilities including kennels and humane societies				C		

Industrial	GR	C1	C2	R	WC	M
Building and construction contractors			C	C		
Commercial solid waste disposal facilities						
Fuel oil dealers and related facilities			C			
Industrial uses						

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(includes assembling, fabricating, finishing, manufacturing, packaging or processing operations, including the processing of raw materials)						
Junkyards and auto graveyards						
Light manufacturing uses (other than industrial uses)			C			
Printing facilities including newspaper publishers and information services			C			
Recycling and reprocessing facilities			C	C		
Warehousing and distribution facilities and self-storage facilities			C			
Wholesale sales			C ³			

Transportation	GR	C1	C2	R	WC	M
Airports or heliports				C		
Parking facilities as a principal use			C	C		
Transit and ground transportation facilities			C	C		

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including bus stations						
Truck wash facilities			C			

Public and Utility	GR	C1	C2	R	WC	M
Power transmission lines, substations, telephone exchanges, microwave towers or other public utility or communications use	C	C	C	C	C	C
Pumping stations, standpipes or other water supply uses involving facilities located on or above the ground surface and towers for municipal use	C	C	C	C	C	C
Solar energy systems (see §109 Solar Energy Systems Ordinance)						
Wireless communication facilities	C ⁴	C ⁴	C ⁴	C ⁴	C ⁴	C ⁴

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Institutional	GR	C1	C2	R	WC	M
Academic institutions, including buildings or structures for classroom, administrative, laboratory, art, theater, dining services, library, bookstores, athletic facilities and student recreational uses, together with buildings accessory to the foregoing permitted principal buildings or structures		C	C			
All medical and medical related facilities ⁸			C			
Cemeteries	C		C	C		C
Civic and social organizations		C	C	C		
Congregate care and independent living facilities, assisted living facilities, institutions or services for the disabled, nursing care facilities, residential care facilities, group care facilities		C	C	C		

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Governmental buildings and operations		C	C	C		C
Hospitals, medical clinics			C			P
Municipal buildings and facilities	C	C	C	C	C	C
Museums, libraries, and non-profit art galleries and theaters		C	C			
Religious facilities		C	C			
Residential	GR	C1	C2	R	WC	M
Bed and breakfast establishments	C	C	C	C		
Bed and breakfast establishments as a home occupation	C	C	C	C		
Boardinghouse, rooming house or lodginghouse	C	C	C	C		
Home occupations	C	C	C	C		
In-law or accessory apartments	P ¹	P ¹	P ¹	P ¹		
Mixed residential developments (mixed single-family attached and detached, two-family and multi-family dwellings)	C		C	C		
Mixed single-family residential developments	C		C	C		

(mixed single-family attached and detached dwellings)						
Mixed use structures (one or more residential units and non-residential space)			C			
Mobile home parks				C		
Mobile homes on individual residential lots	P	P	P	P		
Multifamily dwellings		C	C	C		
Planned unit developments	C	C	C	C		
Single-Family attached dwellings	C	C	C	C		
Single-family detached dwellings on individual residential lots	P	P	P	P		
Two-family dwellings	P	P	P	P		

Natural Resource	GR	C1	C2	R	WC	M
Agriculture		C	C	P		
Community gardens	C		C	C		
Earth material removal				C		
Equestrian facilities				C		
Forest management and timber harvesting activities				P		

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Non-residential structures for educational, scientific or nature interpretation purposes, containing a maximum floor area of not more than ten thousand (10,000) square feet		C	C	C		
Plant nurseries		C	C	P		

Recreation	GR	C1	C2	R	WC	M
Campgrounds				C		
Commercial outdoor recreation such as playgrounds, facilities associated with boating and kayaking classes and rentals, climbing walls, zip line operations, skateboard parks and similar facilities and activities operated as a business and which require payment of a fee for usage or participation		C	C	C		
Drive-in theaters			C	C		
Fitness and recreational		C	C			

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sports centers						
Golf courses and related facilities				C		
Public or private facilities for non-intensive outdoor recreation			C	C		

Marijuana-Related	GR	C1	C2	R	WC	M
Home Cultivation of Marijuana	P	P	P	P		
Marijuana cultivation facilities			C ⁵	C ⁵		
Marijuana products manufacturing facilities			C ⁵	C ⁵		
Marijuana stores			C ⁵	C ⁵		
Marijuana testing facilities			C ⁵	C ⁵		
Medical marijuana manufacturing facilities			C	C		
Registered caregiver retail stores			C	C		

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Notes:
¹As long as the requirements of Article 9.Q are met, accessory apartments are allowable under a permit from the Code Enforcement Officer (CEO). The CEO may forward an accessory apartment application to the Planning Board for review as a 'Conditional Use Permit' under the Site Plan Review Ordinance. NOTE: Accessory apartments are not allowed in overlay Shoreland Zones.
² Accessory buildings and uses to permitted uses are permitted; accessory buildings and uses to conditional uses are conditional.
³ No outside storage
⁴ Within the bounds of the Wireless Communications District

⁵ Must be located at least 1,000 feet from schools

⁶ A use which is not specifically listed as a permitted or conditional use within this table shall be regulated as a conditional use if the planning board determines that the proposed use is substantially similar to and compatible with permitted or conditional uses in that district.

2. DIMENSIONAL STANDARDS

Dimensional Standard ⁸	Key: DU = dwelling unit					
	District ²					
	GR	C1 ^{7,15}	C2 ^{7,14}	R	WC	M
Minimum land area, Sewered	10,000 sf per first principal building or DU, 6,000 sf thereafter	10,000 sf	10,000 sf per first principal building or DU, 6,000 sf thereafter	10,000 sf per first principal building or DU, 6,000 sf thereafter	¹³	10,000 sf per principal building
Minimum land area, Non-sewered	40,000 sf per DU	N/A	40,000 sf per principal building or DU	80,000 sf per principal building or DU	¹³	40,000 sf per principal building
Front Setback	20 feet ¹	³	20 feet ^{1,12}	20 feet ¹²	¹²	20 feet
Side Setbacks	15 feet	^{4,5,6}	15 feet ^{9,12}	15 feet ¹²	¹²	0 feet
Rear Setback	15 feet	^{4,5,6}	15 feet ^{9,12}	15 feet ¹²	¹²	0 feet
Minimum street frontage, Sewered	75 feet	None	100 feet	200 feet	¹³	200 feet
Minimum street frontage, Non-sewered	100 feet	N/A	100 feet	200 feet	¹³	200 feet
Maximum building height	35 feet	40 feet	40 feet ¹⁰	35 feet ^{10,11}	¹⁰	40 feet ¹⁰

Notes:

¹ Or the average of existing setbacks on abutting properties

² Or as required by the Shoreland Zoning Ordinance

³ For those lots with existing buildings, front yard setbacks shall be the same or greater than the setback of existing buildings on that lot. If a structure is removed as part of the project, the location of that structure may be considered as an existing building provided the permit for new construction remains valid. For those lots with no existing buildings, the setback shall be the average setback of buildings on abutting properties.

⁴ If walls adjacent to side lot lines on buildings on both the applicants and adjacent property are of noncombustible construction as defined in this ordinance, the setback from the property lines may be reduced to 0 feet.

⁵ If the conditions stated in note 4 are not met, then a minimum 10-foot buffer strip to the side or rear lot lines or a 20-foot separation distance to adjacent buildings shall be maintained.

⁶ Yards abutting other districts shall be at least 15 feet deep and have a landscaped buffer strip.

⁷ No single retail store whether located in a single building, a combination of buildings, single tenant space, and/or combination of tenant spaces shall exceed 35,000 gross square feet of floor area in the aggregate. This size restriction shall apply to new retail stores and expansion of existing retail stores, effective November 1, 2005.

⁸ Unless modified by the requirements of § 101.6.

⁹ Except abutting the Municipal District they shall be 0 feet

¹⁰ Maximum 190 feet for wireless communications facilities

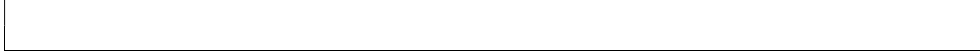
¹¹ Water supply standpipes for water supply utilities may be 100 feet above the ground

¹² A new or expanded wireless telecommunications facility must comply with the setback requirements for the zoning district in which it is located, or be set back one hundred five percent (105%) of its height from all property lines, whichever is greater. The setback may be satisfied by including the areas outside the property boundaries if secured by an easement. The following exemptions apply: i. The setback may be reduced by the Planning Board upon a showing by the applicant that the facility is designed to collapse in a manner that will not harm other property. ii. An antenna is exempt from the setback requirement if it extends no more than five (5) feet horizontally from the edge of the structure to which it is attached, and it does not encroach upon an abutting property.

¹³ The standards of the underlying district (C2 or Rural) will apply.

¹⁴ See § 101.7 for additional performance standards for adult entertainment establishments

¹⁵ The parking standards of the Site Plan Review Ordinance as amended for this district shall apply.



§101.6 GENERAL PROVISIONS

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F. Single Family, Two Family and Multi-Family Dwelling Units

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- 1. Single Family dwelling units.
 - a. Single family dwelling units shall meet all the dimensional requirements for the district therein.
- 2. Two family dwelling units.
 - a. Lots for two family units shall meet all the dimensional requirements for single family dwelling units, except that the lot area shall be a minimum of 30,000 square feet per dwelling unit for lots that are unsewered and the road frontage shall exceed by 50% the requirements for a single-family dwelling unit.
- 3. Multi family dwelling units. Multi-family (3 or more) dwelling units shall meet all of the following criteria:
 - a. Lot area shall be equal to the following minimum requirements:
 - i. For lots, other than those in the C2 District, served by a private central collection system, the minimum area for 3 units shall be 60,000 square feet and an additional 10,000 square feet per dwelling unit for each unit thereafter.
 - ii. For lots in the C2 District, the minimum area shall be as specified in Article 5.C.3.b, sewerd.
 - b. Lots for multi-family dwelling units shall meet all other dimensional requirements for single-family dwellings.
 - ~~b.c.~~ No building shall contain more than thirty-two (32) dwelling units, except housing for the elderly associated with extended care facilities, which shall contain no more than 45 dwellings.
 - ~~e.d.~~ Multi family dwelling units shall submit and comply with the requirements of the Damariscotta Site Review Ordinance.

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G. Planned Unit Development

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2.1. Purpose. The purpose of these provisions is to allow for new concepts of housing development where maximum variations of design may be allowed, provided that the net residential density shall be no greater than is permitted in the district in which the development is proposed except that for a planned unit development that is served by public water and sewer, up to one-half of the land area excluded from net residential acreage may be included in calculating permitted residential density.

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3.2. Basic requirements. Planned unit developments and cluster developments shall meet all of the following criteria:

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a. All planned unit and cluster developments shall meet all requirements for a residential subdivision.

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I. Accessory Apartment

1. Purpose: The purpose of accessory apartments is to allow single-family house owners to create a living space for a relative, such as a grandparent, or to rent to another household, thus helping to enable the single-family house owner to remain in her/his home. The house owner may live in the accessory apartment and provide or rent the main house to a relative or another household. The single-family house owner may also use an accessory apartment to rent for additional income.

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2. Regulations:

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a. The house owner must reside in either the main house or the accessory apartment.

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§101.8 ADMINISTRATION

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F. Building Permits

1. Applicability. The provisions of this section apply to all structure(s) constructed, reconstructed, enlarged, relocated or moved in the Town of Damariscotta. This Ordinance does not require permits for maintenance and repair, or for accessory structure(s) or addition(s) of less than 100 square feet. Except that, all accessory structure(s) or addition(s) of less than 100 square feet within the Shoreland Zone shall obtain permits.

The provisions of this Section shall apply to any change in ownership of any commercial enterprise within the Town of Damariscotta.

2. Permits Required. The owner of the property shall obtain a permit issued by the Code Enforcement Officer for all structure(s) constructed, reconstructed, enlarged, relocated in or moved to the Town of Damariscotta, prior to the fact.

a. Application. The application for the permit shall be in writing on a form available from the Municipal Office, and shall contain:

i. a description of any structure(s) prior to their construction, reconstruction, enlargement, or relocation in or movement to the Town of Damariscotta is contemplated;

ii. a description of the establishment of any commercial business in the Town

of Damariscotta or change in a business establishment, regardless of the size of the floor area;

Each application shall contain a drawing of the structure(s) and a plan of the site shall accompany the application. The drawing shall include project dimensions, distances to property lines, names of abutters, roads, streets and bodies of water, location of sewer disposal and water supply. When required by the State Plumbing Code, the Code Enforcement Officer shall require evidence of adequate capacity of the septic system to support the structure(s) contemplated.

- b. Permit Approval. The Code Enforcement Officer, after receipt of the application, shall either issue the requested permit or transmit notice of refusal to the applicant within a reasonable time, not to exceed five (5) working days for residential applicants, and fifteen (15) working days for commercial applicants. The application shall be approved if all relevant ordinance requirements have been met. Notice of any refusal shall be in writing and shall state the reason therefore. All other permits required for the proposal shall be obtained prior to issuance of the permit.
- c. Modifications. Any modifications to the description, drawing, or site plan required in Section 6 (a) of the proposed structure(s) shall require a revised permit application and a permit prior to beginning the work.
- d. Appeals. An appeal to the Board of Appeals may be taken from an order issued by the Code Enforcement Officer or from his refusal to grant a permit. Such appeal shall be filed within thirty (30) days of the date of the order being appealed, accompanied by a \$50.00 fee to cover the cost of appeal. The board may reverse the decision, or failure to act, of the Code Enforcement Officer only upon a finding that the decision, or failure to act, was clearly contrary to specific provisions of this Ordinance or unsupported by weight of the evidence in the record.
- e. Duration of Permit. All building permits shall be void unless there is substantial completion of the project within three (3) years of the date of the permit. Construction authorized by a permit and which is not completed within three (3) years of the effective date of the permit shall not continue until another permit is obtained.
- f. Conditional Use Permit. In cases where the CEO believes that a Conditional Use Permit is required, the CEO shall also provide a copy of his decision to the Planning Board.
- g. Records. Applications for permits with their accompanying plans and Building Permits shall be maintained as a permanent record by the Municipal Officers and the Code Enforcement Officer.
- h. Other Permits. Where plumbing or septic work is required to make a building habitable, no Building Permit shall be issued unless a Plumbing Permit has been previously obtained. All sewerage and water connections and systems must comply with the regulations of the Maine State Plumbing Code.

~~3-Fees.~~ [Fees shall be as described on the Town of Damariscotta Fee Schedule, as may be amended](#)

~~from time to time at Town Meeting. A fee payable to the Town of Damariscotta in accordance with the following shall accompany each application:~~

- a. ~~Commercial or Industrial:~~
 - ~~Under 10,000 square feet~~ ~~\$0.30 per square foot~~
 - ~~10,001 to 25,000 square feet~~ ~~\$0.15 per square foot~~
 - ~~More than 25,000 square feet~~ ~~\$0.10 per square foot~~

- b. ~~Residential~~ ~~\$0.15 per square foot~~
~~With a maximum fee of \$250.00~~

- c. ~~Accessory Structure or~~
~~Addition (such as deck,~~ ~~\$0.10 per square foot~~
~~garage, greenhouse, barn, etc.~~

- d. ~~Swimming Pool, (in ground or~~ ~~\$25.00~~
~~above ground)~~

- e. ~~After the fact Permit Fee:~~

~~If work is performed which requires a permit, but the permit is not obtained until after the work has begun, in addition to any other fees and fines, the fees for such after the fact permits shall be two (2) times the regular permit fee or \$100.00, whichever is greater.~~

- f. ~~Variance and Conditional Use Hearing Fee:~~
~~For each Variance and Conditional Use hearing required, a fee will be charged to cover administrative and advertising expenses as follows:~~
 - ~~administrative expenses~~ ~~\$50.00~~
 - ~~advertising fee~~ ~~\$30.00~~

~~3. These fees are subject to adjustment as deemed appropriate by the Board of Selectmen after public hearing.~~

4. Proof of Compliance. No building shall be occupied after its construction, reconstruction, enlargement, or relocation in or movement to the Town of Damariscotta until a Certificate of Occupancy has been issued by the Code Enforcement Officer. The Code Enforcement Officer shall issue said Certificate after proper examination shows that all work performed is in compliance with the provisions of all State and Local codes.

§101.9 APPEALS AND CONDITIONAL USES

A. Authority

1. All Appeals or applications for Ceonditional Use Permits shall be based upon a written decision of the Code Enforcement Officer or the Planning Board.

...

§101.12 AMENDMENTS

1. All changes and amendments to this Ordinance must be made at a regular or special Town Meeting of Damariscotta, by a majority of the governing body.
2. All changes and amendments to this Ordinance must first be presented to the Planning Board for a public hearing thereon. Notice of the hearing before the Board shall be made in at least one newspaper of general circulation in the area twice, the date of the first publication must be at least 12 days before the hearing and the date of the second publication must be at least 7 days before the hearing, with said published notice including a small map of the area to be affected, as required by 30-A M.R.S.A § 4352(9) as may be amended.
- 4.3. When a proposed change will impact only a specific geographic area within the municipality, mailed notice also shall be made to all property owners impacted by the proposed change. This mailed notice shall follow the procedures required by 30-A M.R.S.A § 4352(10), as may be amended.

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§101.13 EFFECTIVE DATE

The effective date of this Ordinance is 1 April 1998 and revisions as of 2/23/2002, 6/12/2002, 7/10/2002, 12/4/03, 11/10/04, 3/21/06 6/11/08, 1/21/09, 3/18/15, 3/10/15 and June 15, 2016.

Revised 11/05/2019, effective 01/06/2020 – Medical and Adult-Use Marijuana

§101.14: REPEAL OF EXISTING ORDINANCES:

The enactment of this ordinance hereby amends the Land Use Ordinance of November 16, 2016.

Legislative History:

Revised 3/23/98
Revised 2/23/2000: Article 2 - Definition of Light Manufacturing and Article 3. C.2.b Other Commercial (C2)
Revised June 12, 2002: Wireless Communication
Revised July 10, 2002
Revised December 4, 2003: Article 10 – Building Permits, Article 3 – Districts, Article 5 – Commercial Districts, Article 8 – Municipal District; renumbered several sections for clarity. Revised November 10, 2004: Article 9 F (3)
Revised March 21, 2006: Article 5-Commercial Districts A; B(3)3; C(3); Article 9-General Provisions F(3) a.1.a & b
Revised June 11, 2008 – Revisions to Board of Appeals: Article 11
Revised January 21, 2009 – Revisions to Article 6 – Rural district and Article 2 - Definitions
Revised March 18, 2015-Revisions to -Adult Entertainment, Article 5(C)(2) Conditional Uses, Article 5(C)(3) Standards, Article 12 Adult Entertainment Establishment Definitions and Standards
Revised June 10, 2015: Art. 3.C.2.b - Change to Comm. C2 boundary near Biscay Rd.
Revised June 15, 2016: Art. 3.C.2.b – Change from Rural to C2 District, Lots 1/67 & 3/32
Revised November 16, 2016: Art. 2, 4, 5, 6, 9 – insert Accessory Apartment Ordinance
Revised November 5, 2019 – effective January 6, 2020 – Medical and Adult-Use Marijuana & edibles
Revised June 15, 2022: §101.4 Definitions, §101.6.D.1 Update Uses in Land Use Table, Add Formula Businesses, §101.6.D.2 Increase GR and R Residential Density, §101.6.G Expand Provisions for PUDs

A certified copy of this Ordinance shall be filed with the Municipal Clerk and shall be accessible to any member of the public. Copies shall be made available to the public at reasonable cost at the expense of the person making the request. Notice of availability of this Ordinance shall be posted.

APPENDIX A

DISTRICT DESCRIPTIONS

1. GENERAL RESIDENTIAL DISTRICT

a. Land South of Business Route One.

Beginning at the intersection of Bristol Road and the town line of Bristol and Damariscotta; thence easterly along the town line 2700 feet; thence North to the Northeast Corner of Lot 14-19 of Map 1; thence westerly along the southerly bound of Lot 19, Map 1 to a point 500 feet east of the center line of Bristol Road; thence northeasterly parallel to the center line of Bristol Road and School Street, 500 feet east of each to a point making the southeast corner of Lot 25, Map 10; thence northwesterly along the easterly line of Lot 25 to a point 500 feet from the center line of Business Route 1; thence westerly parallel to and 500 feet from the center line of Business Route 1 until converging at the southerly corner of Lot 30, Map 9; thence

along the easterly and northerly lines of Lot 31A to the intersection with the westerly line of Lot 31, Map 9; thence northwesterly to the southwest corner of Lot 119, Map 6; thence northerly along the easterly lines of Lots 122, 121, and 120 of Map 6 to the intersection with the center line of Business Route 1; thence northwesterly along Business Route 1 to its intersection with the Bristol Road Extension; thence southwest along the center line of the Bristol Road Extension to the Bristol Road; thence southeasterly along the center line of Bristol Road to the intersection with Cross Street; thence westerly along Cross Street to the northeast corner of Lot 128, Map 6; thence southerly to the southeast corner of Lot 128; thence westerly to the northwest corner of Lot 125; thence southerly to the southeast corner of Lot 134; thence westerly along the northerly bound of Lot 134A to the center line of Water Street; thence northerly along Water Street to the northeast corner of Lot 3, Map 6; thence westerly along the northerly bound of Lot 3 to the shore and water of the Day's Cove; thence following the shore and water of Day's Cove to the southwest corner of Lot 3, Map 9; thence following the northerly, easterly, bounds of Lot 63, Map, the easterly bounds of Lots 29, 30 of Map 11, and the easterly and southerly bound of map 27, Map 11 to the Shore of the Damariscotta River; thence following the shore south to the Bristol Town line; thence easterly to the point of the beginning.

b. Land westerly of Business Route 1.

Beginning at the shore of Cottrell's Cove at the Northeast corner of Lot 41, Map 6; thence southeasterly along the sideline of Lot 41 to the centerline of Elm Street; thence along Elm Street to the Northeast corner of lot 70; thence following the easterly line of Lot 70, and the northerly and easterly lines of Lot 83 to Business Route 1, thence along Business Route 1 to the intersection of Vine Street and Business Route 1; thence easterly along Vine Street to lot 112, Map 6; thence follow the westerly bound of Lot 112 to the Southeast corner of Lot 95; thence to the southwest corner of Lot 94; thence easterly to the southeast corner of Lot 90; thence along the westerly bound of Lot 90 to the centerline of Chapman Street; thence along Chapman Street to the southwest corner of Lot 11 Map 7; thence north along sideline of Lot 11 100 feet; thence easterly to the southeast corner of Lot 18A. Northerly along the East bound of Lot 18A to the

centerline of Church Street; thence easterly along Church Street to the Northeast corner of Lot 13; thence along the west, south and east lines of Lot 16 to the southeast corner of Lot 15; thence easterly along the north bound of Lot 13, crossing School Street and along the south bound of Lot 49, Map 7 to the centerline of the "Creek"; thence south along the stream to the southwest corner of Lot 48; thence following the southerly line of Lot 48 to its intersection with Lot 23, Map 8; thence continuing to a point of intersection with a line 200 feet from and parallel to Business Route 1; thence easterly along this line to its intersection with Lot 21; thence westerly to the centerline of Church Street; thence along Church Street to the southwest corner of Lot 7, map 8; thence along the west line of Lot 7 and across Lot 6 to the intersection of the north line of Lot 6 and 500 feet from the centerline of Business Route 1; thence northerly along this line 500 feet from and parallel to the centerline of said road to Lot 17, Map 3; thence westerly to the shore of the Damariscotta River; thence southerly following the shoreline to the point of beginning.

2. COMMERCIAL

a. Downtown Commercial (C1)

Beginning at the shore of Day's Cove and the north bound of Residential I; thence easterly along the northerly line of Residential I to its intersection with Business Route 1 and Bristol Road; thence to the southwest corner of Lot 84, Map 6; thence along the easterly and northerly lines of Lot 83 and the east line of Lot 70 to the center line of Elm Street; thence west along Elm Street to the southeast corner of Lot 41; thence northerly along the sideline of Lot 41 to Cottrell's Cove; thence westerly along the shore to the point of beginning.

b. Other Commercial (C2)

Beginning at the intersection of Business Route 1 and Main Street; thence northerly along the boundary of the C1 District to the northeast corner of lot 83, Map 6; thence along the western and southern and eastern boundary of General Residential district (west of Business Route 1 to Lot 17, Map 3; thence continuing 500 feet west of Business Route 1 to the intersection with the southerly bound of Lot 32, Map 3; thence westerly along the southern bound of Lot 32, Map 3; thence northerly along the western bound of Lot 32, Map 3 to a point 500 feet south of the centerline of Belvedere Road; thence westerly 500 feet south of the centerline and parallel to Belvedere Road to the intersection with the eastern bound of Lot 33-1, Map 3; thence northerly to a point 500 feet north of Belvedere Road; thence easterly to the intersection with the western bound of Route 1; thence northerly following Route 1 to the intersection with the eastern side of the Mideoast Road; thence following Mideoast Road and the Center Street to the northwest corner of Lot 64E, Map 3; thence easterly to the northeast corner of Lot 64E; thence south to the intersection with lot 64C, thence easterly to a point 500 feet easterly of the centerline of Route 1; thence south following a line 500 feet from the centerline and parallel to Route 1 to its intersection with Business Route 1; thence southerly following a line 500 feet east of and parallel to Business Route 1 to the northerly bound of lot 14, Map 3, thence easterly to the northeast corner of lot 14; thence southerly following the easterly bound of lot 14 to the southwest corner of lot 12B, Map 3; thence easterly in a straight line parallel to the northerly bound of lot 10, Map 3,

crossing lot 7 Map 3 to the northeast corner of Lot 8, Map 3 (which is also the southwestern corner of Lot 12-4 Map 3), thence northerly along the eastern boundary of Lot 7, Map 3 (which is also the western boundary of Lot 12-4 Map 3) to the northeasterly corner of Lot 12-4, thence easterly along the northerly boarder of Lot 12-4, Map 3 to a point about 325 feet to the east, thence southerly along a straight line (approximately parallel to the eastern boundary of Lot 7, Map 3) to the northeastern corner of Lot 8, Map 3 and then following the northerly bound of Lot 7-1, Map 3 to a point 200 feet east of the southwest corner of Lot 9, Map 3; thence southerly to a point 500 feet south of Biscay Road; thence westerly (parallel to and 500 feet from Biscay Road) to the easterly bound of Lot 67, Map 1; thence southerly along the easterly bound of Lot 67, Map 1 to the southerly bound of Lot 67, Map 1; thence westerly along the southerly bound of Lot 67, Map 1 to the center line of Heater Road; thence southerly to the southeast corner of Lot 59, Map 1; thence westerly to the intersection with the point 1000 feet east of Business Route 1; thence southerly following a line 1000 feet east of and parallel to Business Route 1 to the intersection of the general Residential District (south of Business Route 1); thence westerly following the northerly bound of the Residential District to the point of beginning. Also included are the Lots 63, 64, 65 and 66 of map 9 and Lots 27, 29 and 30 of Map 11. Excluded from the C-2 District is the new lot 13A, Map 7 created by the gift of land given to the Town and defined in the new Municipal District.

3. RURAL DISTRICT

Beginning at the westerly shore of Biscay Pond at the Bristol Town line; thence westerly along the town line to a point of intersection with the General Residential District (south of Business Route 1); thence northerly following the boundary of the General Residential District to its intersection with the southerly bound of District C2; Thence along the boundary of C2 north to its northerly terminus; thence westerly and southerly following the westerly boundary of C2 to its intersection with the northerly bound of General Residential District at Lot 17, Map 3; thence westerly to the shore of the Damariscotta River; thence northerly following the shore of the Damariscotta River and Oyster Creek to the intersection with the Nobleboro town line; thence easterly along the town line to its intersection with the shore of Pemaquid Lake; thence southerly following the western shores of Pemaquid Lake and Biscay Pond to the point of beginning.

4. WIRELESS COMMUNICATIONS DISTRICT

Beginning at the intersection of Route 1 and the northerly town line, proceed easterly along the town line a distance of 1000 feet; thence southerly parallel to and 1000 feet from Route 1 to the intersection of the northerly bound of Lot 10, Map 3; thence easterly along the north boundary of the C2 district to its easterly extent; thence southerly to the centerline of Biscay Road; thence westerly along Biscay road to the intersection of Business Route 1; thence north following Business Route 1 and Route 1 to the point of beginning.

5. MUNICIPAL DISTRICT

~~Beginning at the Southeast corner of Lot 13A, Map 7, of the Town Tax Maps, 2003, proceed northerly along the easterly boundary of Lot 13A, Map7, to the northeast corner of the lot, thence westerly along the northerly boundary to the northwest corner of the lot and thence southerly along the west boundary to its intersection with Chapman street, thence easterly to the point of beginning.~~

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Chapter 102

SITE PLAN REVIEW ORDINANCE DAMARISCOTTA, MAINE

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i. §102.2 PURPOSE

Substantial development or major changes in the use of land cause a profound impact on the cost and efficiency of municipal services and on the environment of the town. Such development can have adverse impact on schools, sewers, water lines, and other public utilities; recreational facilities; liquid and solid waste disposal; police and fire protection; open space; road systems and circulation; traffic congestion, safety and access; emergency access; placement of buildings and structures; property values; water supply and quality; management of ~~stormwater~~~~storm-water~~, erosion, and sedimentation; protection of the groundwater; protection of historic and archaeological resources; adverse impacts upon adjacent properties, the visual characteristics of the neighborhood and Town. The site plan review provisions set forth in this ordinance are intended to protect the public health and safety, promote the general welfare of the community, and conserve the environment, wildlife habitat, fisheries, and unique natural areas; and to fit the project harmoniously into the fabric of the community by assuring that the following objectives are accomplished with the least possible regulation:

- A. To minimize impacts caused by nonresidential, multifamily residential, and other developments described in §102.3, in a manner, which assures that adequate provisions are made for all of the concerns, listed above.
- B. To establish a Site Review procedure whereby Town officials will review, depending on the size of the project, new proposals to use land and buildings for uses listed in paragraph A above. The Ordinance also applies to the review of significant expansion, significant front-facing façade renovation or change-of-use in previously approved developments.
- C. To establish a fair and reasonable set of standards for evaluating each development proposal impartially on its own merits;
- D. To provide a Public Hearing process where required by the Ordinance through which town residents may raise questions and receive answers about how new development proposals would affect them;
- E. To suggest ways in which development proposals may be modified so that potential problems and nuisances can be minimized or eliminated;
- F. To exempt conventional lot by lot residential subdivisions already regulated under the town's Subdivision Ordinance, and other residential uses described in §102.3.
- G. To minimize the review process of existing land uses and developments. Replacing structures, significant changes to design or landscape plans are not exempt from this Ordinance (see §102.2.B).
- H. To balance the right of ~~landowners~~~~land-owners~~ to use their land for purposes stated in §102.2(G) above, with the corresponding right of abutting and neighboring ~~landowners~~~~land-owners~~ and other citizens of the Town to live without undue disturbance from noise, smoke, fumes, dust, odor, glare, traffic, or storm-water runoff, or the pollution of ground or surface water resources.
- I. To provide local protection from those particular nuisances which are not governed by State law or regulations;

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J. To protect property values;

K. ~~Comprehensive Plan.~~—To ensure that new development is located and designed in a way as to be consistent with the ~~adopted~~Damariscotta Comprehensive Plan ~~of the Town of Damariscotta.~~

ii.

•••

§102.4 DEFINITIONS

Meaning of Words. All words not defined herein shall carry their customary and usual meanings. Words used in the present tense shall include the future. Words used in the singular shall include the plural.

•••

EXPANSION -

1. An increase of the building footprint and/or increase in the height of the structure beyond ~~its present~~its present highest point. Alterations of existing buildings which are required in order to meet the requirements of the Americans With Disabilities Act (ADA) and/or State Fire Code are not considered to be enlargements or expansions of a structure and are not required to meet otherwise applicable setback requirements, provided the alterations are the minimum necessary to satisfy the ADA and/or State Fire Code.

2. Any intensification of use in time, volume or function, whether or not resulting from an increase in the footprint, height, floor area, land area or cubic volume occupied by a particular use. Increases which are required in order to meet the requirements of the Americans With Disabilities Act and/or the State Fire Code are not considered to be enlargements or expansions of use.

3. (As it applies to telecommunication facilities) - the addition of antennas, towers or other devices to an existing structure.

•••

SIGNIFICANT TREE – Trees having a diameter at breast height (DBH) of 30 inches or greater, or any trees which are located in shoreland areas (those areas within 250 feet of the normal high-water line of any great pond, river or saltwater body, within 250 feet of the upland edge of a coastal wetland, within 250 feet of the upland edge of a freshwater wetland, or within 75 feet of the high-water line of a stream).

•••

b. §102.5 PRE-APPLICATION AND APPLICATION PROCEDURES:

A. General Pre-Application: The applicant shall ~~meet with the~~ obtain a Site Plan Application Form with Checklist and Flow Chart (that specifies conditional triggers for the time sequence of the process—Appendix A). Applicant shall fill out Application to the maximum feasible extent and ~~and set a possible meeting date with the Town to review the Site Plan Review application.~~ The project should be reviewed informally with Code Enforcement Officer and Town Planner/Board Chairman (or Planner) to determine if the proposed project will

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generally conforms to applicable ordinance requirements.- If the project appears to conform to applicable ordinance requirements, the applicant may request to be placed on the Planning Board's agenda for a Pre-Application Sketch Plan review as described in subsection B below. shall complete a building permit application, provide supporting documents and pay only the Site Plan Application fee and submit it with the Site Plan Review Ordinance application.

~~To be placed on the agenda for Pre Application Sketch plan review, the applicant shall submit those items contact the Town Office at least 10 days prior to meeting. If the agenda for said meeting is full, the Chair of the Planning Board may place the project on the agenda of the next available meeting. Refer to Pre application Procedures below for required documents.~~

To submit an application for review, 10 copies of a completed application and supporting documents and plans (each in a bound, stapled or otherwise attached report) along with the Site Plan Review fee, must be submitted to the town office no later than 15 business days prior to the next regularly scheduled Planning Board meeting. If the agenda for said meeting is full, the project shall be placed on the agenda of the next available meeting.

- B. Pre-Application Procedures: The following procedures and requirements shall apply to all applications for Site Plan Review:
1. Prior to submitting an application the applicant may meet informally with the Board at a regular meeting to present a sketch plan, generally discuss the proposal and to obtain guidance in development of the plan and how to ensure it conforms to town ordinances. In order to be placed on the Board's agenda, the applicant must submit the following to the Town Planner at least 10 days in advance of an upcoming meeting: shall be. The sketch plan may be a freehand drawing and will show:
 - a. A cover letter describing the proposed project;
 - ~~a.b.~~ The outline of the tract or parcel with estimated dimensions, road rights of way and existing easements;
 - ~~b.c.~~ The proposed layout of the building(s), driveways, and parking areas; identification of general areas of steep slopes, wetlands, streams, and flood plains;
 - e. —
—
 - ~~d.~~ Any oOther information pertinent to the project.;
 2. There shall be a presumption of no waivers being allowed to Section 10 of this ordinance concerning submittals. Upon written request by the applicant the Board may allow a waiver(s). The burden of proof is on the applicant to prove why waivers to any standards are needed. Applicants shall provide documentation as to the negative effects of being denied waiver(s).
 - ~~3. The Board shall indicate any additional studies and other approvals from local and regional and State agencies that may be required. Letters from these agencies shall be included as a part of the application and/or review.~~

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34. The Board may, at its discretion, make an inspection of the site prior to submission of the full Site Plan application.

~~5. Within 30 days from submission of a pre-application and sketch plan and following an on-site inspection, if applicable, the Board shall submit in writing to the applicant a checklist of the specific information which shall be included in the formal application to the Board (see Appendix A).~~

Commented [1]: No longer needed as the checklist of what is required is posted to the Town's website, available for applicants to see prior to even submitting a pre-application.

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E. Submission Requirements (except Wireless Telecommunications facilities): The application shall include ~~10 copies of all of~~ the following:

1. A fully executed and signed copy of the application for site plan review.
2. Evidence of right, title, or interest in the property such as deed, option to purchase, lease, or agreement.
3. A site plan drawn at a scale sufficient to allow review of the items listed under the preceding general standards but not at more than 50 feet to the inch for that portion of the total tract of land being proposed for development. At all preliminary and final plan stages in the review process at least two plans must be presented by the applicant on 24x36" sheets hang-able from an easel to facilitate Board review and at the largest scale possible for the size of the sheet, e.g. 20, 30 or 40 feet to the inch but no less than 50 feet to the inch. In addition, applicants may also electronically project their plans visually onto the wall with an image size sufficient for easy interpretation of all details including any wording. The site plan shall show the following:
 - a. Names and addresses of all abutters on the plan and names and addresses of all abutters on a separate listing.
 - b. Sketch map showing general location of the site within the town.
 - c. Boundaries of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time.
 - d. The bearings and distances of all property lines and the source of this information. The Board may waive the requirement of a formal boundary survey when sufficient information is available to clearly establish, on the ground, all property boundaries.
 - e. Classification(s) of the property and the location of zoning district boundaries as applicable.
 - f. Soil types and location of soil boundaries suitable for waste water disposal as certified by a registered engineer or soil scientist.
 - g. The location of all building setbacks and buffers required by this or other ordinances of the Town of Damariscotta.
 - h. The location, size, and character of all signs and exterior lighting.
 - i. The location of all existing and proposed buildings (including size and height),

driveways, sidewalks, parking spaces and associated structures, snow storage areas, loading areas, open spaces, ~~Significant-large T~~ trees, open drainage courses, signs, exterior lighting, service areas, easements, and landscaping.

- j. The location of all buildings within 50 feet of the parcel to be developed and the location of intersecting roads or driveways within 200 feet of the parcel.
- k. Existing and proposed topography of the site at two foot contour intervals if major changes to the existing topography are being proposed.

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F. Submission Requirements for Wireless Communication Facilities: The application shall include ~~10 copies of all of~~ the following:

- 1. Documentation of the applicant's right, title, or interest in the property on which the facility is to be sited, including name and address of the property owner and the applicant.

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G. Notification and Hearing requirements

- 1. The Applicant shall notify all abutting property owners by certified mail, return receipt requested, of all requests for site plan review. If two or more abutters, or 5 residents of the Town, object in writing, and such objection is received by the Board, or postmarked, within 15 days after a public notice of the request for Site Plan Review, the Board shall schedule a public hearing on the proposal. Such hearing shall be scheduled within 30 days of acceptance of an application as complete.
- 2. The Board shall schedule a public hearing and site visit for applications containing one or more buildings with ~~an~~ individual or total footprint of 7,500 sq. or more pursuant to §102.5.G.1. The Board may at its own discretion hold a public hearing and site visit for projects with a smaller footprint than 7,500 sq.ft. The Board shall give written notice of the date, time, and place of such a hearing to the person making the application, and the applicant shall arrange with the ~~Town~~ Office to pay for the cost of publishing such notice. ~~Such~~ notice shall be published by the Board in a newspaper of general circulation in Damariscotta at least two (2) times; the date of the first publication to be at least seven (7) days prior to the hearing. Written notification by the Board of the hearing shall also be sent to the applicant and adjacent property owners by certified mail, return receipt requested, at least seven (7) days prior to the hearing.
- 3. If other agency permits are required, such as D.O.T. traffic movement permits, with ~~road work~~ roadwork involved, notifications as described in subsection G1 above shall be expanded as follows:
 - a. All property owners and lessees affected by the road modifications shall be notified by publication of intent in a newspaper of general circulation in Damariscotta.
 - b. Copies of the notifications shall be submitted with the application.

H. Board Review

2. Within 45 days of the Board finding the application complete or within 45 days after the conclusion of a public hearing, the Board shall vote to approve, approve with conditions or disapprove the application. This period may be extended by mutual written agreement (such as by being recorded in the Board meeting Minutes).
2. The Board shall inform the applicant in writing of its decision (by a Notice of Decision) on final plan applications within fifteen (15) days of their its action.- The 15 day period may be extended by mutual agreement in writing (email approvals are acceptable) to 30 days for good cause such as, but not limited to, a heavy work schedule by the Town Planner or other staff of the Planning Board.
3. One copy of the approved site plan shall be retained in the Town Office and one copy shall be given to the Code Enforcement Officer.
4. The Board may require the posting, prior to final approval of any plan, of a performance bond, agreement, or letter of credit in such amount as is approved by the Board as being reasonably necessary to insure completion of all improvements required as conditions of approval of such plan, and in such form as approved by the Planning Board and the Selectmen.
5. The Board may attach reasonable conditions to approvals to ensure conformity with the purposes and provisions of this ordinance. The Board may condition final approval on receipt of copies of all state or federal permits required by the project including, but not limited to, Natural Resource Protection Act Permit, Traffic Movement Permit, Site Location of Development Permit and US Army Corps of Engineers permits.
6. If the application concerns property which in whole or part is within any Shoreland Zone, the criteria included in the Shoreland Zoning Ordinance shall be reviewed concurrently with the Site Plan Review.
7. All approvals shall expire within one year of the date of issuance unless work thereunder is substantially commenced within one year from the date of approval. Applicants may request an extension to an approval for up to one year, if received in writing by the Planning Board before the expiration of the original approval. However, if work is not substantially completed within two years from the date of issue of an approval, a new application may be required by the Board.
8. Approvals may be made for site plans designated for construction over two or more phases. The Board may require the applicant to come back before the Board with proof of technical and financial capacity for the Board's approval before the applicant may apply for building permits for constructing each phase. Securing of building permits and work on the designated first phase must commence within one year of the initial approval of the over-all plan. Approval of the first phase may include the Board's requirement to construct some elements of the overall plan such as the overall stormwater management system or the overall parking and internal circulation plan. Building permits and work must commence within two year after the applicant has come back to the Board for approval of the technical and financial capacity of the second or further phases of the site plan.

i.§102.6 PERFORMANCE STANDARDS

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B. Relationship to Environment and Neighboring Buildings

1. Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity which have a visual relationship to the proposed building.
2. Except in the Downtown Commercial (C1) Area, the following setbacks and buffers from parking/paved areas shall be provided:
 - a. Frontage on Road: For new Construction along the C2 area of Rte. 1B (Upper Main Street), a 50 foot buffer/setback from the property line to parking/paved areas will be maintained. In other districts a 15 foot buffer from the property line to parking/paved areas is required.
 - b. Side and rear lot lines: For developments resulting in more than 50% of the parcel covered in impervious surface and/or with a parcel size greater than 3 acres a 30 foot minimum buffer strip with undisturbed natural vegetation from the property line to any parking/paved areas will be maintained.
3. In the Downtown Commercial (C1) area, the following setbacks for parking areas shall be provided:
 - a. Frontage on road: Setbacks for parking shall be the same as that for structures as required by the Damariscotta Land Use Ordinance.
 - b. Side and rear lot lines: No setbacks are required for parking areas in this district.

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5. The applicant shall demonstrate to the satisfaction of the Board that the proposed lighting is appropriate for the intended use. The Board shall consider the hours of operation, characteristics of the neighborhood and the specific activities proposed in making its determination. During nighttime hours when the activity is not occurring, exterior lighting at all commercial and other non-residential properties, as a condition of approval, shall be required by the Board to be turned off to the minimum security level. Some exterior lighting at **residential** properties may be required to be turned down or turned off.

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7. Non-parking lot pathways, sidewalks and trails may be lighted with low mushroom-type standards or bollard type lights 3 feet or less in height.

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G. Access into the Site

Vehicular access to and from the development must be safe and appropriate.

1. Any driveway or proposed street must be designed so as to provide the minimum sight distance according to the Maine Department of Transportation (MDOT) standards. Unless otherwise specified by MDOT, the following standards apply:

Posted Speed - Required Sight Distance (1)*	
25 mph	200 ft
30 mph	250 ft
35 mph	305 ft
40 mph	360 ft
45 mph	425 ft

***(1) Sight distance shall be increased by up to 50% if 30% or more of the vehicles using the proposed driveway or street will consist of vehicles larger than pickup trucks**

2. For developments on lots of record (created after the effective date of this Ordinance), the applicant shall meet, to the maximum extent possible, the above MDOT sight-distances. When meeting their MDOT sight-distances adjacent to said lots of record is clearly a hardship, the Planning Board may vary the sight-distance requirements so long as the public safety is substantially served.
3. Points of access and egress must be located to avoid hazardous conflicts with existing turning movements and traffic flows. The proposed site layout shall provide for safe access to and egress from public and private roads. Provision shall be made for providing and maintaining convenient and safe emergency vehicle access to all structures at all times.

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H. Parking and Circulation

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3. Off-street Surface Parking Lot Placement
 - a. In no case shall parking lots be located between the front facade of principal buildings and the primary abutting streets unless the Planning Board and the parking area is screened from view from the frontage street based upon an affirmative showing by the applicant based on clear and convincing evidence in which case the building and parking areas must be screened by appropriate landscaping from the frontage street in a manner agreed to by the applicant and the Town's consultants and planners. Developments consisting of out buildings (defined in §102.7.H.2) (i.e. buildings less than seven thousand, five hundred (7,500) square feet of floor area) and placement of 6 foot walls, singly or together may be used to screen parking areas.
 - b. Parking lots shall be set back a minimum of 15 feet from the lot line along non-frontage streets excluding alleys (see §102.6.T Buffer Areas). In the C1 Downtown Commercial District parking lots may be set back 15 feet from non-frontage streets or in accordance with the Land Use Ordinance, whichever is less.

4. Developments containing interior vehicular and pedestrian circulation shall provide layouts that demonstrate safe and efficient movement. The designs will show parking arrangements, flow and separation for vehicles and pedestrians along with designated service/loading areas.
5. Parking areas shall be off street and designed so that vehicles leave the parking area in a forward motion. To minimize the number of entrances ~~onto~~ ~~on to~~ the main travel way, a single combined entrance/ exit is encouraged, while a maximum of 2 separate curb cuts is permitted. For those lots in the C2 District as defined herein, the requirements of this paragraph may be modified to fit the prevailing pattern of development.
6. Parking Lot Lay-out
 - a. Parking lots shall be divided into small areas of no more than 40 parking spaces each by landscaping, such as but not limited to, shade trees, shrubs, and evergreens. For those lots in the C1 District, the Board may consider the Municipal Parking lot when assessing the project's parking requirements. Layout should take into account requirement for on-site snow management and storage.
 - b. Each 40 space (or fraction thereof) parking area shall be landscaped to accommodate both parking and stormwater management needs by incorporating vegetated islands/swales and/or tree box filters as landscaped islands designed to retain stormwater. (see Storm Water Management Section L.) Each of these parking areas shall be landscaped with curbed medians with a minimum curb to curb width of ten (10) feet. Curbed landscaped islands shall be sited at the end of each parking aisle and within parking aisles at intervals no greater than one island per every twenty (20) spaces. Islands at the ends of aisles shall be counted toward meeting this requirement. Each required landscaped island shall be a minimum of three hundred sixty (360) square feet in landscaped area.
7. The parking spaces provided will meet the needs of the particular use and the following standards shall be used as a guide:
 - a. Access to stalls. Access to parking stalls should not be from major interior travel lanes, and shall not be immediately accessible from any public way.
 - b. Movement to and from spaces. Parking areas shall be designed to permit each motor vehicle to proceed to and from the parking space provided for it without requiring the moving of any other motor vehicles.
 - c. Pedestrian access. Parking aisles should be oriented perpendicular to stores or businesses for easy pedestrian access and visibility.
 - d. Setbacks. See §102.6.B.
 - e. Parking stalls. Parking stalls and aisle layout shall conform to the following standards:

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Parking Angle	Stall Width	Skew Width	Stall Depth	Aisle Width
90°	9'-0"		18'-5"	24'-0"
60°	8'-6"	10'-5"	16'-0"	one-way only
45°	8'	12'-9"	17'-5"	one-way only
30°	8'	17'-0"	12'-0"	one-way only

Parallel	9'	n/a	20'-0"	n/a
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- f. Parking stripes. In paved parking area painted stripes shall be used to delineate parking stalls. Stripes should be a minimum of 4" in width.
 - g. Directional arrows. In aisles utilizing diagonal parking, arrows should be painted on the pavement to indicate proper traffic flow.
 - h. Bumpers. Bumpers and/or wheel stops shall be provided where overhang of parked cars might restrict traffic flow on adjacent through roads, restrict pedestrian movement on adjacent walkways, or damage landscape materials.
 - i. Number required. Off-street parking spaces shall be provided, unless the applicant can demonstrate that another standard is appropriate, to conform to the number required in the following schedule (s.f. = square feet; du = dwelling unit):

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<u>Use</u>	<u>Spaces Required</u>
<u>Light industrial</u>	<u>1.5/1000 s.f.</u>
<u>Industrial park</u>	<u>1.5/1000 s.f.</u>
<u>Manufacturing</u>	<u>1.5/1000 s.f.</u>
<u>Warehousing</u>	<u>1.5/1000 s.f.</u>
<u>Residential</u>	<u>2/du</u>
<u>Apartments, condominiums</u>	<u>2/du</u>
<u>Senior citizen multi-family</u>	<u>1/du</u>
<u>Hotel/Motel/Inn</u>	<u>1/rm</u>
<u>Bed and breakfast</u>	<u>1/guest room</u>
<u>Club, lodge</u>	<u>1/every 2 persons allowed, based on maximum legal capacity</u>
<u>Hospital/medical facility</u>	<u>1/3 beds and 1 per 2 employees per shift</u>
<u>Art gallery, museum, library</u>	<u>6.5/1,000 s.f.</u>
<u>School, primary</u>	<u>1.5 per classroom</u>
<u>School, secondary</u>	<u>8 per classroom</u>
<u>School, post-secondary</u>	<u>1 per student and 1 per faculty & staff member</u>
<u>Theater, auditorium, assembly</u>	<u>1/every 3 seats based on maximum legal capacity</u>
<u>Marina</u>	<u>1/every 2 berths</u>
<u>Sports club, health spa</u>	<u>5/1000 s.f.</u>
<u>Church</u>	<u>1/every 2 seats</u>

<u>Nursing Home</u>	<u>1/every 3 rooms</u>
<u>Medical, dental office</u>	<u>4/1000 s.f.</u>
<u>General offices</u>	<u>3/1000 s.f.</u>
<u>Governmental offices</u>	<u>4/1000 s.f.</u>
<u>Retail store</u>	<u>4/1000 s.f.</u>
<u>Home improvement, hardware</u>	<u>3/1000 s.f.</u>
<u>Shopping center</u>	<u>4/1000 s.f.</u>
<u>Restaurant</u>	<u>9/1000 s.f. or 1/every 3 seats</u>
<u>Fast food restaurant</u>	<u>14/1000 s.f. or 1/every 2 seats</u>
<u>Bank</u>	<u>4/1000 s.f.</u>
<u>Services</u>	<u>4/1000 s.f.</u>
<u>Child care</u>	<u>1/every 4 children licensed to care</u>
<u>Auto, truck repair</u>	<u>5/service bay</u>
<u>Funeral home</u>	<u>1/100 s.f.</u>
<u>Campgrounds</u>	<u>1/campsite</u>
<u>Barber, beauty shop</u>	<u>3/chair</u>
<u>Car, truck dealers</u>	<u>5 plus 1/3000 s.f. indoor or outdoor display</u>
<u>Convenience store</u>	<u>4/1000 s.f.</u>
<u>Convenience store with pumps</u>	<u>4/1000 s.f.; one-half of service spaces at the gas pumps may be applied to meet not more than one-half of total parking required</u>
<u>All other uses</u>	<u>Sufficient spaces to accommodate the normal parking demand as determined by the Planning Board</u>

1. Light industrial	1.5/1000 s.f.
2. Industrial park	1.5/1000 s.f.
3. Manufacturing	1.5/1000 s.f.
4. Warehousing	1.5/1000 s.f.
5. Residential	2/du
6. Apartments, condominiums	2/du
7. Senior citizen multi-family	1/du

8. Hotel/Motel/Inn	1/rm
9. Bed and breakfast	1/guest room
10. Club, lodge	½ persons based on maximum legal capacity
11. Hospital/medical facility	1/3 beds and 1 per 2 employees per shift
12. Art gallery, museum, library	6.5/1,000 s.f.
13. School, primary	1.5 per classroom
14. School, secondary	8 per classroom
15. School, post-secondary	1 per student and 1 per faculty & staff member
16. Theater, auditorium, assembly	1/3 seats based on maximum legal capacity
17. Marina	½ berths
18. Sports club, health spa	5/1000 s.f.
19. Church	½ seats
20. Nursing home	1/3 rooms
21. Medical, dental office	4/1000 s.f.
22. General offices	3/1000 s.f.
23. Governmental offices	4/1000 s.f.
24. Retail store	4/1000 s.f.
25. Home improvement, hardware	3/1000 s.f.
26. Shopping center	4/1000 s.f.
27. Restaurant	9/1000 s.f. or 1/3 seats
28. Fast food restaurant	14/1000 s.f. or ½ seats
29. Bank	4/1000 s.f.
30. Services	4/1000 s.f.
31. Child care	¼ children licensed for care
32. Auto, truck repair	5/service bay
33. Funeral home	1/100 s.f.
34. Campgrounds	1/campsite
35. Barber, beauty shop	3/chair
36. Car, truck dealers (see also 32)	5 plus 1/3000 s.f. indoor or outdoor display
37. Convenience store	4/1000 s.f.
38. Convenience store with pumps	4/1000 s.f.; one half of service spaces at the gas pumps may be applied to meet not more than one half of total parking required
39. Other uses	sufficient spaces to accommodate the normal parking demand as determined by the Plan. Board

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Q. Filling and Excavation

Excavations of sand & gravel, borrow, clay, topsoil, silt or rock that are not incidental to a development approved by the Planning Board and which exceed 1 (one) acre in area shall conform to the following performance standards. The Planning Board may approve modifications to these standards if such modifications have been approved by the Department of Environmental Protection. Where the project schedule for excavation that is incidental to a development approved by the Planning Board will exceed two years, such excavation shall default to comply with this section.

- The following minimum setbacks from the excavation must be maintained. Such setbacks shall be maintained as a natural buffer. Existing vegetation cannot be removed. If existing vegetation has ~~previously been removed~~~~previously removed~~, it must be replaced in conformance with a plan approved by the Planning Board. A buffer strip is not required between excavations owned by abutting property owners with abutters' written permission.

Point-driven or dug well in existence prior to the excavation	200 feet
Drilled well into bedrock in existence prior to the excavation	100 feet
Public drinking water source serving 500 persons or less	300 feet
Public drinking water source serving 501-1,000 persons	500 feet
Public drinking water source serving over 1,000 persons	1,000 feet
Great pond or river	100 feet
All other water bodies	75 feet
Public road unless reduced by agreement with authority to grant such reduction	100 feet (topsoil 25 feet)
Private road unless reduced by agreement with legal users of such road	75 feet
Public right-of-way not containing a road	50 feet
Property boundary	50 feet (topsoil 25 feet)

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V. Building Appearance

The following standards **shall apply to all** buildings less than the size standard for large-scale development. Buildings required to meet the standards for large scale development (7,500 square feet and larger) shall comply with those standards contained in Section 12 of this ordinance.

- The building's architecture (e.g. buildings of less than 7,500 square feet of gross floor area) **shall reflect traditional New England building forms including, but not limited to, hipped and gabled roofs, dormers, windows (rather than plate glass) and clapboard, shingle or brick siding.** Freestanding accessory structures, such as ATMs, gas pump canopies, sheds or drive-thrus (so called), etc., shall be treated as architectural elements and meet the same design standards as the principal structures on the site. **Waivers of these requirements are not permitted and all proposals coming before the Planning Board must meet these requirements to be considered for Approval.**

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2. Pitched roofs with a minimum pitch of 5/12 ~~are required~~^{are be required} by the Planning Board to complement existing abutting buildings or otherwise maintain a particular ~~aesthetic objective.~~
3. Building facade colors shall be non-reflective, subtle, neutral or earth tone. The use of high intensity colors, metallic colors, fluorescent colors or black on facades shall be prohibited. Building trim and architectural accent elements may feature colors of black, but such colors shall be muted, not metallic, not fluorescent and not specific to particular uses or tenants. Standard corporate and trademark colors shall be permitted only on signage.

§102.7 LARGE-SCALE DEVELOPMENT

In addition to the standards of §102.6, the following standards apply to larger non-residential buildings or structures, as well as multi-family dwellings. These standards shall apply when the total floor area of all buildings (including connected buildings or accessory buildings and structures) is greater than or equal to 7,500 square feet. ~~and multi-family dwellings, including connected buildings, accessory buildings and structures, on site plans with the building or connected/associated buildings being 7,500 square feet or more of total floor area.~~ The following standards are to be used by the Board in reviewing applications for site plan review. After the effective date of this Section, additions to a building (as defined herein) that exceeds the 7,500 square foot threshold, either individually or cumulatively, shall meet the following standards for large-scale development. The Board may modify or waive specific performance standards for such additions if it finds that, due to the design, location, function or layout of the principal structure, the application of specific performance standards is impractical or inappropriate.

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B. Outdoor Sales.

Additional standards are applicable to large-scale development consisting of retail establishments greater than seven thousand and five hundred (7,500) square feet of floor area.

1. Areas for outdoor sales of products may be permitted if they are extensions of the sales floor into which patrons are allowed free access. Such areas shall be incorporated into the overall design of the building and the landscaping, be counted as part of the minimum 7,500 square feet (or maximum of 35,000 square feet) of floor area and shall be permanently defined and screened with walls, roofs and shall conform to those compatible predominant materials and colors used on the rest of the building.
2. Outdoor sales areas not counted toward minimum 7,500 square feet (or maximum 35,000 square feet) of floor area at commercial buildings include the location, storage and display of such hardscape or softscape landscaping, nursery, gardening or agricultural products such as, but not limited to, cement or brick pavers, outdoor pottery, outdoor furniture or plants, mulch, fertilizer or sand bags. Except for such agricultural, gardening, landscaping, nursery and similar products normally stored outdoors, the outdoor storage of products for retail sale is prohibited in an area where customers are not permitted unless such area is visually buffered from adjacent streets and abutting developed properties. This prohibition includes outdoor storage sheds and containers. There may, however, be outdoor storage of such things, but not limited to, excess stock

of products normally found outdoors such as patio furniture, if properly visually screened and for display purposes only.

3. Outdoor sales areas must be clearly depicted on the site plan. They must be outside the buffer/setback requirements of Town Ordinances.

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D. Bicycles and Pedestrian Facilities

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5. The development shall provide exterior pedestrian furniture in appropriate locations at the rate of one seat for every five thousand (5,000) square feet of gross floor area and secure bicycle parking at the rate of at least three bicycle rack spaces for every fifty (50) vehicle parking spaces.

E. Landscaping

1. **The applicant shall submit a site landscaping plan that presents the location and quantity of all project plantings.** At least 75 % of all vegetation shall be native species. The applicant shall also submit a planting schedule keyed to the site landscaping plan that lists the botanical and common names, size at planting and quantity of all project plantings. Landscaping shall be considered an integral component of the approved project. (See Appendix AB - Native Tree & Shrubbery Species List). The applicant shall replace within thirty (30) days, or as seasonally required by the species, any landscaping that dies, is removed or otherwise requires replacement. Such replacement landscaping shall be equivalent in species and size to the original landscaping unless the applicant can demonstrate to the satisfaction of the Planning Board that the site conditions require an alternative species of comparable size. Landscaping as depicted on the site plan is considered an integral component of the approved development. Should any portion of the landscaping that dies, is removed or otherwise requires replacement, is not replaced within thirty (30) days, or as seasonally required by the species, it shall be considered a violation of the approval granted by the Board pursuant to §102.5.H and shall be subject to the enforcement provisions of §102.14.
2. A minimum of thirty (30) percent of the building's total foundation, including a minimum of fifty (50) percent along the building's façade facing a public street, shall be planted with landscaping, based on proper planting conditions, consisting of trees at least 2" in diameter appropriate to USDA Plant Hardiness Zone 5 and placed into soil that would allow long-term growth and survival. Add adequate coverage by shrubbery to visually screen the base (foundation) of the building(s). At a minimum, planted shrubbery shall be eighteen inches (18) in height. Landscaping shall include areas near entrances and facades facing public streets as well as in parking areas. If the building will be located in a C1 village area and there will be no setback between it and a public sidewalk or street right-of-way, landscaping along the building's front façade is not required.
3. Parking islands shall be landscaped in conformance to Subsection 2 above §102.6.H.
4. Buffer strip landscaping shall consist of trees, based on proper planting conditions, at least 2" in diameter and placed into soil that would allow long-term growth and survival and in

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sufficient ~~numbers~~number to form a visual barrier consisting of understory, trees, evergreen or deciduous shrubs and evergreen trees. These shall be planted along and within a minimum thirty (30) foot ~~(or 15 foot as appropriate)~~ deep green buffer strip adjacent to all public and private streets and drives including parking lot connections, circulation drives (including those adjacent to buildings) and loading areas. If the building(s) will be located in a C1 village area and there will be no setback between it and a public sidewalk or street right-of-way, landscaping adjacent to the public sidewalk or street right-of-way is not required.

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F. Screening

1. Ground and wall-mounted mechanical equipment, refuse containers and permitted outdoor storage must be fully concealed from on-site and off-site ground level views with materials identical to those on building exteriors.
2. All trash collection areas that are not within an enclosed building or underground, must be screened or recessed so that they are not visible from public sidewalks, internal pedestrian walkways or adjacent residential properties and at least 50 feet from any lot line. Screening and landscaping of these areas shall conform to the predominant materials used on the site.
3. Roof-top equipment must be screened by parapets, upper stories or exterior walls from viewing from public streets within one-thousand (1,000) feet. Roof-top solar panels or ~~wind power~~windpower generators shall be screened only to the extent that their function is not compromised.
4. Gates and fencing may be used for security and access. Chain link, wire mesh or wood slat fencing are acceptable for security purposes. Such security fencing, however, does not satisfy buffering or screening requirements of this Ordinance.
5. Loading docks must be screened from surrounding roads and developed properties by walls matching the building's exterior or by fully opaque landscaping.

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H. Additional Standards for Large Scale Developments with buildings 20,000 square feet or greater in total floor area. These standards are intended to ensure that the buildings are not prominently visible from roads unless they are sited close to the road in a manner similar to traditional village commercial development.

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3. Community Impacts

The Planning Board shall require an economic and fiscal impact analysis for a proposed large-scale development. The applicant shall provide adequate funding to the Town to retain a consultant of the Town's choice with appropriate experience to [provide a peer review of the submitted analysis, if a peer review is determined to be necessary by the](#)

Planning Board, complete and present such analysis.

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iii. §103.12 AMENDMENTS

- A. All changes and amendments to this Ordinance must be made at a regular or special Town Meeting of Damariscotta, by a majority of the governing body.
- B. All changes and amendments to this Ordinance must first be presented to the Planning Board for a public hearing thereon. Notice of the hearing before the Board shall be made in at least one newspaper of general circulation in the area twice, the date of the first publication must be at least 12 days before the hearing and the date of the second publication must be at least 7 days before the hearing, with said published notice including a small map of the area to be affected, as required by 30-A M.R.S.A § 4352(9) as may be amended.
- C. When a proposed change will impact only a specific geographic area within the municipality, mailed notice also shall be made to all property owners impacted by the proposed change. This mailed notice shall follow the procedures required by 30-A M.R.S.A § 4352(10) as may be amended. ~~This Ordinance may only be amended by majority vote at any regular or special town meeting of Damariscotta. All changes and amendments to this Ordinance must first be presented to the Planning Board for a public hearing thereon. Notice of the hearing before the Board shall be made in at least one newspaper of general circulation in the area as required by 30-A M.R.S.A § 4352(9) and (10).~~

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APPENDIX A

SITE PLAN REVIEW PROCEDURAL FLOW CHART AND TIME LINE

FLOW CHART

This Flow Chart outlines the major steps an applicant must take in seeking a site plan permit (documented by a Notice of Decision and a Board signed site plan). This chart is informational only. For the full description of the application process see §102.5 PRE APPLICATION and APPLICATION PROCEDURES.

1. ~~Before or after a pre-application meeting, prospective applicants can come to a Planning Board meeting informally (not on the Agenda) to ask questions of the Board. Board cannot make decisions, just answer questions. (§102.5.B.1)~~
2. ~~Pre-Application Meeting: with Planner and/or other town staff to review ordinance(s), procedure list and checklist for applicant to be informed on the forms and fees needing submittal and on what is likely to constitute a complete application for the proposal. (§102.5.A)~~
3. ~~Pre-Application Sketch Plan Review: at a Planning Board meeting applicant reviews the submission requirements with the Board (using the checklist). These include a sketch site plan and any waiver requests for not submitting some documents in section 10.E or F for good cause. The Board must vote to approve or not any waiver requests. The Board may require studies or permits from state or federal agencies. The Board may require either and/or a site visit or public hearing at this pre-application stage. The Board completes the submissions checklist for the submittals required for the plan to be declared a complete application. (§102.5.B)~~
4. ~~Complete Application: Planner, CEO or other town staff may be requested to provide the Board with studies or other reports deemed necessary for a thorough review of an application (e.g. dimensional requirements in the Land Use Ordinance). For complex aspects of an application the Board may determine to hire expert review (e.g. stormwater management) by a consultant paid from an escrow account set up by the applicant. (§102.5.C & D)~~

~~In addition to a full site plan map, a Complete Application applicant may be required to demonstrate financial and technical capacity to complete the plan as proposed, provide letters from local (e.g. Fire Chief), state and federal agencies on safety, environmental or historic aspects of the proposed plan. (§102.5.E)~~
5. ~~Performance Standards: Proposed developments shall meet all the performance standards of Section 11. For applicants seeking any waivers from any performance standards, two plans shall be submitted. The first is a plan that meets all the standards. The second would show the proposed waived standards accompanied by a written narrative on how the proposed waiver would still meet the intent of the ordinance. The Board shall vote on approval or not of any waiver requests. (§102.6)~~

~~Plans with floor area of more than 7,500 sq. ft. or facades of 50 feet or more, may have to meet additional performance standards in Section 12. (§102.6)~~

~~6. Notification and Public Hearing: The applicant notifies by certified mail all abutters of the date of their appearance on the agenda at a Planning Board meeting. If two or more abutters or five town residents object in writing, the Board shall hold a public hearing. The Board on its own may decide to hold a public hearing with advertising expenses borne by the applicant. (§102.5.G.1&2)~~

~~—The Board is required to hold one or more public hearings or site visits for all site plans with building footprints in the aggregate of 7,500 sq. ft. or more before the application can be declared complete (§102.5.H.1)~~

~~—For applications with less than 7,500 sq. ft. footprint that the Board determines do not need a public hearing or site visit, may then be voted by the Board to be Final Plans. Then the Board would vote to approve, approve with conditions or deny. (§102.5.H.1)~~

~~7. Final Action by the Board: Within 45 days after an application is voted by the Board to be complete or within 45 days of the completion of a public hearing, the Board votes to approve, approve with conditions or disapprove the application. The 45 day period may be mutually extended by the applicant and the Board. (§102.5.H.1)~~

~~—The Board may require before final approval, the posting of a bond or other surety to insure completion of (public) improvements in the plan.~~

~~—The Board may attach reasonable conditions of approval to assure compliance with the Performance standards or to receive required studies, permits or recommendations from local, state or federal authorities~~

~~—When all the review deemed by the Board to be completed, the Board votes on it as a Final Plan to approve, approve with conditions or deny.~~

~~8. Documentation: The Board will sign two paper copies the final plan it has approved with the date of its approval: one for the applicant, one for the Town (Planning) office (§102.5.H.3). The applicant is requested to provide an electronic copy of its approved final plan via email attachment to the Town Planner for record keeping and for use by the Town Assessor for tax purposes.~~

~~—The Board will notify the applicant of its decision by a written Notice of Decision within 15 days after its action or extended to 30 days by mutual consent between the two. (§102.5.H.2).~~

~~—Approved ‘multifamily dwelling’ site plans containing three or more ‘condominium’ dwellings’, i.e. individually owned dwellings on a communally owned lot, may need to be filed, similar to a subdivision plan, in the LCRD. Multifamily site plans with leased dwellings may not need filing in the LCRD. (MSRA 30-A §4401.4.G)~~

TIME LINE

~~§102.5.A: **Pre Application**— Placement on PB Agenda for a Sketch plan review— applicant contact TP (Town Planner) at least 10 days prior.~~

~~§102.5.B.5: By 30 days after receiving a sketch plan and a site visit if applicable, PB (TP) submits a written checklist of required submittals (listed in §102.5.E).~~

~~§102.5.A: **Application**— submittal by applicant for formal review— applicant submit 10 copies of completed application plus site plan fee at least 15 business days prior to PB meeting.~~

~~§102.5.G.1: Before an applicant is place on a PB Agenda, applicant must notify all abutters by certified mail (not stated but may be assumed by 7 days before the PB meeting).~~

~~§102.5.G.1: If two or more abutters or 5 residents object to application within 15 days after public notice of request for site plan review (assume it means posted in LCN or Town Hall) then a public hearing is required within 30 days after the application is deemed **complete**.~~

~~§102.5.G.2: After the date the PB votes an application as **complete**, a public hearing required either by 10.G.1 or chosen by PB, must take place within 30 days. Notice of public hearing published by PB in newspaper at least 7 days prior and then 2nd time. Notice of public hearing sent to abutters and applicant at least 7 days prior.~~

~~§102.5.H.1: Within 45 days of PB voting the application complete or within 45 days of the conclusion of a public hearing, the Board votes to approve, approve with conditions or disapprove the **application**. Timeline may be extended by mutual consent of Applicant and PB.~~

~~§102.5.H.1: All applications consisting of 7500 sf+ in building footprints must have a public hearing & site visit before being declared a **Final Plan**. 45 day period does not start until after the public hearing. Timeline before voting may be extended by mutual consent of Applicant and PB.~~

~~§102.5.H.2: After voting on a **Final Plan** for either approval, approval with conditions or denial, PB has 15 days to deliver NOD (Notice of Decision) to applicant. Period may be extended to 30 days by mutual consent.~~

APPENDIX AB

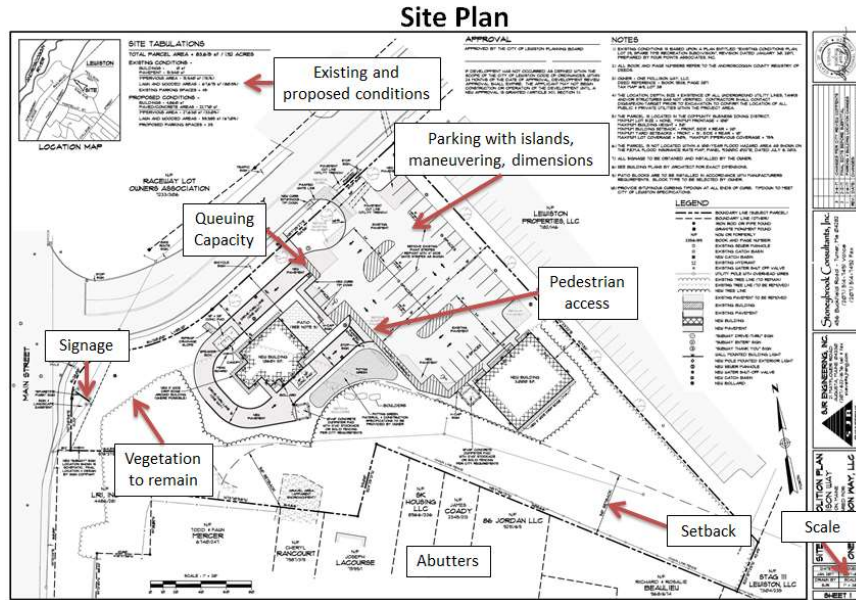
NATIVE TREE AND SHUBBERY SPECIES LIST

Recommended Tree & Shrub Species List								
Where a tree is designated as a park tree it is done so because of its size or its intolerance to such things as salt or pollution. If a tree of this type is used as a street tree, make certain it is used on the side of the street opposite the utilities and set back from the road.								
The trees are listed by common and scientific names including cultivars where appropriate. The suggested cultivars noted are recommended over the parent stock. The mature height and spread figures are accurate where the tree is growing on a favorable site.								
DECIDUOUS								
"S" Street	Throughfare	Scientific Name	Common Name	Native	Suggested cultivars	Mature Height	Crown Spread	Recommended Root Growth Space WxVxD
"P" Park	Type/Crown Shape							
S	Oval/Rounded	<i>Acer rubrum</i>	Red Maple	Native	'Red Sunset'	60	60	30x30x3
P	Oval/Rounded	<i>Acer saccharum</i>	Sugar Maple	Native		80	60	38x38x3
P	Spreading	<i>Amelanchier canadensis</i>	Shadblow Serviceberry	Native		20	25	15x15x3
P	Floundered	<i>Betula alleghaniensis</i>	Yellow Birch	Native		50	35	25x25x3
P	Spreading	<i>Betula lenta</i>	Sweet Birch	Native		65	40	25x25x3
P	Floundered	<i>Betula nigra</i>	River Birch	Native		70	40	25x25x3
P/S	Rounded	<i>Carpinus caroliniana</i>	American Hornbeam	Native		35	25	15x15x3
P	Rounded	<i>Cladostis lutea</i>	American Yellowwood	Native		60	60	30x30x3
P/S	Spreading	<i>Cornus racemosa</i>	Gray Dogwood	Native		15	15	10x10x3
S	Rounded	<i>Cataegus phaeopogonum</i>	Washington Hawthorn	Native	'Fastigiata' CAUTION - THORNS	30	20	10x10x3
P	Rounded	<i>Fagus grandifolia</i>	American Beech	Native		75	75	25x25x3
P	Oval	<i>Gymnocladus dioica</i>	Kentucky Coffeetree	Native		75	55	25x25x3
P	Conical	<i>Larix laricina</i>	American Larch	Native		75	30	15x15x3
P	Oval/Rounded	<i>Lonicera canadensis</i>	Tulip Tree	Native		90	50	20x20x3
P/S	Rounded	<i>Magnolia acuminata</i>	Cucumber Magnolia	Native		65	35	25x25x3
P	Conical/Rounded	<i>Nyssa sylvatica</i>	Sour Gum, Tupelo	Native		60	35	15x15x3
P/S	Rounded	<i>Ostrya virginiana</i>	American Hophornbeam	Native		40	25	10x10x3
P	Rounded	<i>Platanus occidentalis</i>	American Sycamore	Native		100	75	30x30x3
P/S	Oval/Rounded	<i>Quercus alba</i>	White Oak	Native		55	45	25x25x3
P/S	Oval/Rounded	<i>Quercus bicolor</i>	Swamp White Oak	Native		55	45	23x23x3
P/S	Spreading	<i>Quercus coccinea</i>	Scarlet Oak	Native		70	50	25x25x3
P/S	Rounded	<i>Quercus imbricaria</i>	Shingle Oak	Native		65	65	25x25x3
P/S	Conical	<i>Quercus palustris</i>	Pin Oak	Native		70	40	18x18x3
P/S	Rounded	<i>Quercus rubra</i>	Red Oak	Native		70	75	30x30x3
P/S	Oval/Rounded	<i>Scotsus americana</i>	American Mountain Ash	Native		30	30	5x5x3
EVERGREEN								
Type	Form	Species	Common Name	Native	Remarks	Mature Height	Crown Spread	Recommended Root Growth Space WxVxD
"P" Park	Throughfare	Scientific Name						
P	Conical	<i>Abies concolor</i>	Concolor Fir	Native		75	50	15x15x3
P	Conical	<i>Abies fraseri</i>	Fraser Fir	Native		50	30	15x15x3
P	Columnar	<i>Chamaecyparis thyoides</i>	Atlantic Whitecedar	Native		40	20	10x10x3
P	Columnar	<i>Juniperus virginiana</i>	Eastern Redcedar	Native		40	20	10x10x3
P	Oval	<i>Pinus resinosa</i>	Red/Longleaf Pine	Native		75	40	18x18x3
P	Spreading	<i>Pinus strobus</i>	Eastern White Pine	Native		75	55	20x20x3
P	Columnar	<i>Taxia occidentalis</i>	American Arborvitae	Native		50	20	7.5x7.5x3
P	Conical	<i>Taxus caroliniana</i>	Carolina Hemlock	Native		60	30	18x18x3
<p><i>References:</i></p> <p><i>Dirr's Hardy Trees and Shrubs, An Illustrated Encyclopedia.</i> Michael A. Dirr</p> <p>Lincoln County Co-Operative Extension, University of Maine, Elizabeth Staley, Horticulturalist</p> <p>Maine Community Forestry Council Recommended Tree Species List for Street and Park Trees. Maine Forest Service, 1988</p> <p><i>Abundant Woods Landscapes Photos.</i> Michael A. Dirr</p> <p><i>Selecting Trees for Urban Landscapes: Ecosystems, Hardy Species for Northern New England Communities.</i></p> <p>NH Dept. of Resources and Economic Development, Division of Forests and Lands, 1994</p> <p>List Compiled by Laurie Green, MCLD. April 2011</p>								
<p>Definition of Native Species: A plant occurring within local jurisdictional boundaries prior to foreign contact, according to the best scientific and historical documentation. This includes species that are considered indigenous, occurring in natural associations with habitats that existed prior to significant anthropogenic impacts and alteration to the landscape.</p> <p>*Native is defined with parameters of time and geography. A Native species is one that existed, without human involvement, in North America (and specifically in this case to Maine) prior to European settlement, with proven adaptability to Maine climate and soil conditions in the past few thousand years.</p>								

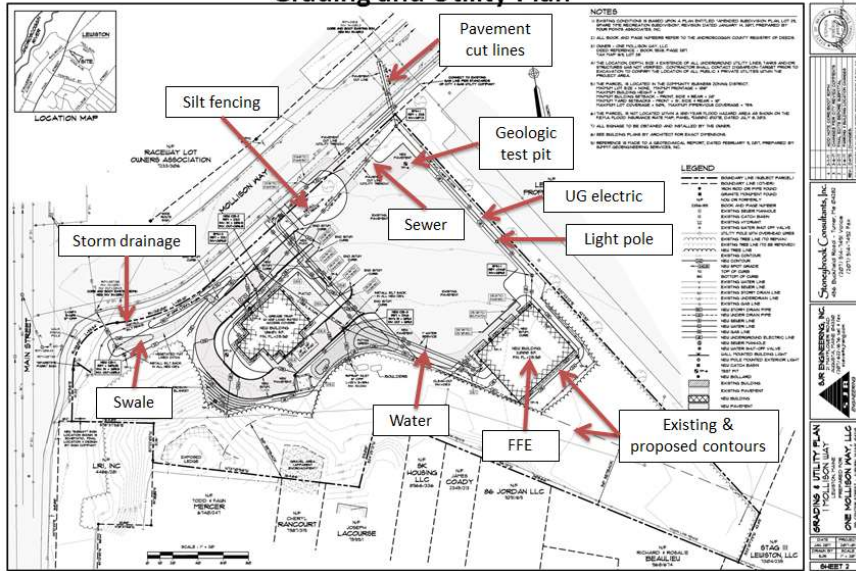
Native* Shrubs	
Aronia melanocarpa	Black Chokeberry
Clethra alnifolia	Summersweet
Cornus sericea	Redoiser Dogwood
Corylus americana	American Filbert
Hamamelis virginiana	Common Witchazel
Ilex verticillata	Winterberry
Juniperus Bar Harbor'	Bar Harbor Juniper
Juniperus communis	Common Juniper
Kalmia latifolia	Mountain Laurel
Myrica pennsylvanica	Northern Bayberry
Symphoricarpos alba	Common Snowberry
*Native is defined with parameters of time and geography. A Native species is one that existed, without human involvement, in North America (and specifically in this case to Maine) prior to European settlement, with proven adaptability to Maine climate and soil conditions in the past few thousand years.	

Other Recommended Trees									
"S" Street "P" Park	Form	Species				Remarks	Physical Characteristics		Recommended Root Growth Space
	Throughfare Type/Crown Shape	Scientific Name	Common Name	Native	Suggested cultivars	Mature Height	Crown Spread	WxWxD	
		DECIDUOUS							
S	Rounded	<i>Acer campestre</i>	Hedge Maple		'Queen Elizabeth'	45	30	12x12x3	
S	Rounded	<i>Acer ginnala</i>	Amur Maple			18	18	10x10x3	
S	Spreading	<i>Amelanchier x grandiflora</i>	Apple Serviceberry			15	12	7.5x7.5x3	
P/S	Oval/Rounded	<i>Cercidiphyllum japonicum</i>	Katsura			60	40	25x25x3	
P/S	Oval	<i>Corylus colurna</i>	Turkish Filbert			50	25	18x18x3	
P	Rounded	<i>Fagus sylvatica</i>	European Beech			70	50	23x23x3	
P/S	Oval	<i>Ginkgo biloba</i>	Maidenhair Tree		'Autumn Gold'	60	30	20x20x3	
P	Conical	<i>Larix decidua</i>	European Larch			75	30	20x20x3	
P	Oval	<i>Larix kaempferi</i>	Japanese Larch			75	35	20x20x3	
S	Rounded	<i>Maackia amurensis</i>	Amur Maackia		'Beurgenii'	45	45	15x15x3	
S	Oval/Rounded	<i>Magnolia stellata</i>	Star Magnolia			20	15	7.5x7.5x3	
P/S	Varied	<i>Malus spp. Many cultivars</i>	Flowering Crabapple		Select disease resi	10-35	10-35	5x5x3	
P/S	Spreading	<i>Malus flabunda</i>	Japanese Crabapple		Select disease resi	45	25	7.5x7.5x3	
P/S	Spreading	<i>Phellodendron amurense</i>	Amur Corktree		'Macho'	55	55	15x15x3	
P/S	Rounded	<i>Prunus maackii</i>	Amur Chokecherry			40	35	10x10x3	
S	Oval/Rounded	<i>Prunus sargentii</i>	Sargent Cherry			25	10	18x18x3	
P/S	Oval/Rounded	<i>Sorbus alnifolia</i>	European Mountain Ash			30	30	18x18x3	
S	Oval/Rounded	<i>Syringa pekinensis</i>	Pekin Lilac			25	20	23x23x3	
S	Oval/Rounded	<i>Syringa reticulata</i>	Japanese Tree Lilac		'Ivory Silk'	30	20	10x10x3	
P/S	Vase	<i>Ulmus americana x</i>	American Elm		'Princeton'	75	40	18x18x3	
P/S	Oval	<i>Ulmus americana x</i>	American Elm		'Valley Forge'	50	40	18x18x3	
Type	Form	Species				Remarks	Physical Characteristics		Recommended Root Growth Space
"P" Park	Throughfare Type/Crown Shape	Scientific Name	Common Name	Native	Suggested cultivars	Mature Height	Crown Spread	WxWxD	
		EVERGREEN							
P	Conical	<i>Picea abies</i>	Norway Spruce			75	55	19x19x3	
P	Conical	<i>Picea glauca</i>	White Spruce			50	30	13x13x3	
P	Conical	<i>Picea omorika</i>	Serbian Spruce			50	25	7.5x7.5x3	
P	Columnar	<i>Pinus cembra</i>	Swiss Stone Pine			50	20	7.5x7.5x3	
P	Spreading	<i>Pinus densiflora</i>	Japanese Red Pine			50	50	20x20x3	
P	Conical/Spreading	<i>Pinus koraiensis</i>	Korean Pine			35	30	7.5x7.5x3	
References:									
<i>Dirr's Hardy Trees and Shrubs. An Illustrated Encyclopedia</i> Michael A. Dirr									
Lincoln County Co-Operative Extension, University of Maine, Elizabeth Stanley, Horticulturalist									
Maine Community Forestry Council Recommended Tree Species List for Street and Park Trees. Maine Forest Service, 1998									
<i>Manual of Woody Landscape Plants</i> Michael A. Dirr									
<i>Selecting Trees for Urban Landscape Ecosystems: Hardy Species for Northern New England Communities</i>									
NH Dept. of Resources and Economic Development, Division of Forests and Lands, 1994									
List Compiled by Laurie Green, MCLD. April 2011									

MODEL SITE PLAN



Grading and Utility Plan



Chapter 103

**SUBDIVISION ORDINANCE
DAMARISCOTTA, MAINE**

(Notes and Explanations)

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Revised and replaced June 12, 2019
Amended June 11, 2014
Effective Date: May 27, 1989

A certified copy of this Ordinance shall be filed with the Municipal Clerk and shall be accessible to any member of the public. Copies shall be made available to the public at reasonable cost at the expense of the person making the request. Notice of availability of this Ordinance shall be posted.

§103.1 AUTHORITY

A. This Ordinance has been prepared in accordance with the provisions of the Maine Revised Statutes Amended, Title 30-A, §§ 4401-4407 and all amendments thereto.

B. This Ordinance shall be known and may be cited as "**Subdivision Ordinance of the Town of Damariscotta, Maine.**"

§103.2 PURPOSE

The purpose of this Ordinance shall be to assure the comfort, convenience, safety, health and welfare of the people, to protect the environment and to promote the development of an economically sound and stable community. To this end, in approving subdivisions within the Town of Damariscotta, Maine, the Planning Board shall evaluate the proposed subdivision, using the following criteria:

•••

J. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's ~~phosphorus~~~~phosphorous~~ concentration during the construction phase and life of the proposed subdivision;

K. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion ~~or be unsafe~~~~or unsafe~~ with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.

•••

§103.4 DEFINITIONS

In general, words and terms used in these Standards shall have their customary dictionary meanings. More specifically, certain words and terms used herein are defined as follows:

•••

Significant Tree - Trees having a diameter at breast height (DBH) of 30 inches or greater, or any trees which are located in shoreland areas (those areas within 250 feet of the normal high-water line of any great pond, river or saltwater body, within 250 feet of the upland edge of a coastal wetland, within 250 feet of the upland edge of a freshwater wetland, or within 75 feet of the high-water line of a stream).

•••

§103.5 PREAPPLICATION AND APPLICATION PROCEDURES

(This ordinance envisions a three-step process – preapplication, or sketch plan, preliminary plan and final plan. Most of the work is done in the preliminary plan phase with the final plan being little more than a final review and signature.)

A. **Preapplication Procedure for Major and Minor Subdivisions**

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1. The subdivider shall submit for informal discussion a Sketch Plan (as further described in subsection B1 below) and any other data relative to the proposed subdivision, which may be of assistance to the Board in making its determination.

2. The Sketch Plan shall be submitted to the Town Planner Board at least fifteen (15) days prior to the first Planning Board meeting of the month during which the subdivider wishes to be heard. If the agenda for said meeting is full, the Sketch Plan will be placed on the agenda for the next regularly scheduled meeting. Ten (10) copies of the sketch plan shall be submitted.

3. At said meeting, the Planning Board and the subdivider shall arrange for a joint inspection of the site with the Board. Said joint inspection shall be posted on an agenda and made available in the same way that agendas of regular Planning Board meetings are.

(This is important for any size subdivision and it needs to be attended by all Board members if possible. The site visit cannot be delegated to a subcommittee of the Board.)

4. Within fifteen (15) days after the site inspection, the Town Planner shall communicate in writing minutes of the Preapplication meeting and site walk, which shall be intended to guide the applicant through their subsequent submissions. Feedback provided by the Board at this time is non-binding. preliminary inspection, the Board shall inform the subdivider in writing that the plans and data as submitted or as modified do or do not meet the objectives of these standards. Specific suggestions, in writing to be incorporated by the applicant in the applicant's subsequent submissions, shall be made where deemed necessary.

5. Rights not vested. The sketch plan meeting, the submittal or review of the sketch plan or the on-site inspection shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of Title 1 M.R.S.A., §302.

•••

B. C. Minor Subdivision Procedure

(note—there is no preliminary plan application and review for a minor subdivision; it requires only final plan review and approval.)

1. Within six (6 months) after Sketch Plan acceptance by the Board, the subdivider shall submit an application for the consideration of a Final Plan for a Minor Subdivision. The application and all required preliminary plan documentation shall be submitted to the Town at least fifteen (15) days prior to the first Planning Board meeting of the month during which the subdivider wishes to be heard. Failure to do so shall require re-submission of the Sketch Plan to the Board for review. The Final Plan shall conform to the general layout shown on the Sketch Plan plus any recommendations made by the Board.

2. The application for the Final Plan for a Minor Subdivision shall be accompanied by a fee as established in a Town Fee Schedule as may be revised from time to time by the Board of Selectmen and payable by check to the Town of Damariscotta, Maine with a note indicating the specific purpose of the fee.

3. In addition, if the Board determines there are conditions unique to the proposed minor subdivision or its location that warrant professional review, the Board may require the applicant owner or the owner's authorized agent to deposit in escrow an amount of money sufficient to cover the costs of any

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professional review of the subdivision application, which the board may feel, is reasonably necessary to protect the general welfare of the Town. The amount for this escrow payment is established in the Town Fee Schedule. This escrow payment shall be made before the Board engages any outside party to undertake this review and to make recommendations to the Board. -When 75% of the escrow has been disbursed, review of the application shall cease until the applicant replenishes the escrow in an amount to be determined by the Board.- Any part of this escrow payment in excess of the final costs for review shall be returned to the ~~applicant upon conclusion of review, owner or the owner's agent.~~

4. The subdivider, or the subdivider's duly authorized representative, shall attend the meeting of the Board to discuss the Final Plan.

5. ~~Within 30 days of the date of submission, The Planning Board shall review the Town Planner and any additional staff or peer reviewers will provide comments on~~ the application and determine whether it is complete or, if the application is incomplete, the specific additional material needed to complete the application. ~~This determination will be provided in writing to the applicant or their authorized representative.~~

6. ~~Within 30 days of an application being deemed complete (or within a timeframe mutually agreed upon by the applicant and the Planning Board) Within sixty (60) days of receipt of a completed Final Plan Application or within thirty (30) days of a public hearing,~~ the Board shall take action to give final approval, with or without modifications, or disapproval of such Final Plan. The reason ~~for~~ any modification required or the ground for disapproval shall be stated upon the records of the Board ~~with~~ and a copy provided to the subdivider.

7. If the proposed subdivision requires a permit under the Site Location of Development Act, the Stormwater Management Law or the Natural Resources Protection Act or is otherwise under the jurisdiction of the Maine Departments of Environmental Protection or Transportation, the final plan shall not be approved by the Board until all such approvals are obtained.

8. No Final Plan shall be acted on by the Board until the Board has scheduled and conducted a public hearing thereon. Notice of the time, place and date of such hearing shall be sent not less than seven (7) days before the hearing to the subdivider and to owners of property within 250 feet of the properties involved. Property owners shall be those listed in the most recent tax records of the Town of Damariscotta. Notice shall also be published in a newspaper of general circulation in the Town of Damariscotta at least two times, and the first date of the publication shall be at least seven (7) days prior to the public hearing. Failure to receive notice shall not invalidate the public hearing held.

9. Upon completion of the requirements of §103.5 C & D and approval by the Board of the Minor Subdivision a ~~copy of the final plan, including any conditions of approval and any waivers granted, mylar copy~~ shall be properly signed by a majority of the members of the Board, using black ink. After the Final Plans have ~~been signed had the mylar approval entered upon them,~~ a copy of the plans shall be returned to the subdivider. One (1) signed copy, ~~including the sepia copy,~~ shall be retained by the Town to be maintained in the ~~Subdivision Plan File.~~ The Final Plan shall be filed by the applicant with the Lincoln County Registry of Deeds. Any Subdivision Plan ~~not filed not so filed~~ or recorded within sixty (60) days of the date upon which such Plan is approved, shall become null and void, unless the particular circumstances of said applicant warrant the Board to grant an extension which shall not exceed two additional periods of sixty (60) days. This 60-day period shall begin the day the plan is signed by the Planning Board.

10. Any extension of this 60-day period must be requested of the Planning Board before the first 60-day period expires. The applicant shall provide the ~~Town Planner Code Enforcement Officer (CEO)~~ with

a receipt from the Lincoln County Registry of Deeds within that time limit stating that the Plan has been filed and giving the Book and Page numbers. No building permits for an approved plan will be issued until the plan has been registered with the Lincoln County Registry of Deeds and a letter from the subdivider has been submitted to the Town stating that all permanent monuments as required by §103.7.A of this Ordinance have been placed.

C.B. Minor Subdivision Submissions

1. Location Map. The Preliminary Plan shall be accompanied by a Location Map drawn at a scale of not over four hundred feet (400') to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The Location Map shall show:

1.1 All the area within 2,500 feet of any property line of the proposed subdivision showing:

- i. All existing subdivisions and approximate tractlines of acreage parcels.
- ii. Location, widths and names of existing, filed or proposed streets, easements, building lines and alleys pertaining to the proposed subdivision and to the properties as designated in Section D.1 above.
- iii. The boundaries and designations of parks and other public spaces.
- iv. Outline of the proposed subdivision together with its street system and an indication of the future probable street system of the remaining portion of the tract, if the Preliminary Plan submitted covers only part of the subdivider's entire holding.

2. Final Plan. The Final Subdivision Plan shall be submitted, ~~with ten (10) copies of each map or drawing~~, together ~~with ten (10) copies of~~ any attachments ~~or additional information~~ required for approval. All dimensions shall be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch (preferably forty (40) feet to the inch). Unless a waiver of one or more submission requirements is approved by majority vote of the Board pursuant to §103.9, the Final Plan and accompanying materials shall show:

- 2.1 All existing information provided as part of the Sketch Plan.
- 2.2 The name, registration number and seal of the land surveyor or engineer who prepared the plan.
- 2.3 Number of acres within the proposed subdivision and zone boundaries.
- 2.4 Proposed lot lines with dimensions, lot numbers, areas in square feet and suggested locations of buildings.
- 2.5 Sufficient data to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. Parting lines of all lands adjoining the subdivision shall be shown.
- 2.6 Permanent reference monuments shown thus: "X". They shall be constructed and placed in accordance with specifications herein, and their location noted and referenced upon the Final Plan.
- 2.7 Proposed easements, forested areas, perennial and intermittent watercourses, and wetlands. The boundaries of any wetlands depicted on the plans shall be delineated by a wetlands scientist.

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- 2.8 Contour lines at intervals of not more than two (2) feet for all portions of the property proposed to be developed.
- 2.9 Connection with existing or proposed water supply or alternative means of providing water supply to the proposed subdivision.
- 2.10 Connection with existing or proposed sanitary sewerage system or alternative means of treatment and disposal proposed.
- 2.11 If a private sewage disposal system is proposed, location and results of tests to ascertain subsurface soil ground water conditions and depths to maximum ground water level.
- 2.12 Typical erosion control procedures to be applied to each lot. As an alternative, the Board may impose a condition of approval that all site work on each lot must be completed by a contractor certified by the State of Maine in erosion and sedimentation control whether such work is authorized by the applicant or by a subsequent lot purchaser.
- 2.13 Preliminary designs of any bridges or culverts, which may be required along with State approval ~~if required~~~~if, required~~.
- 2.14 A standard boundary survey plan of the property to be developed prepared by a licensed land surveyor and the location of temporary markers adequate to enable the Board to locate readily and appraise the basic layout in the field.
- 2.15 All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
- 2.16 The location of all natural features or site elements to be preserved.
- 2.17 Certification by a registered professional engineer or a registered land surveyor that all survey, deed and supporting information accurately reflects the true conditions existing on the proposed subdivision.
- 2.18 Base Flood Elevation Data.
- 2.19 The location of significant resources including important deer wintering areas, other important plant or wildlife habitat and areas with visual significance.
- 2.20 The location of any trail, trail system or greenbelt that crosses the property.
- 2.21 An owner or his authorized agent shall submit information on the location of the development to the following address:

State Historic Preservation Officer
Maine Historic Preservation Commission
55 Capitol Street - State House Station 55
Augusta, Maine 04333

Include a request that the Damariscotta Planning Board be notified of any comments. The applicant shall submit to the Planning Board proof of such notification, including a copy of the letter to the State Historic

Preservation Officer.

2.22 A phosphorous control plan for any portion of the subdivision within the watershed of a great pond prepared in conformance with the provisions of §103.6.O. If the subdivision requires a Stormwater Permit from the Department of Environmental Protection (DEP), the Board may accept the Stormwater Permit issued by DEP as evidence that §103.2.S has been satisfied.

2.23 Right, title or interest of the applicant in the property to be subdivided

2.24 Any conditions of approval required by the Board

2.25 A statement indicating that any change or modification to any aspect of the approved plan shall be considered an amendment to the plan and shall require approval of the Board.

E. Preliminary Plan for Major Subdivisions Procedure

1. Within six (6 months) after Sketch Plan acceptance by the Board, the subdivider shall submit an application for the consideration of a Preliminary Plan for the Subdivision. ~~Failure to do so shall require re-submission of the Sketch Plan to the Board for review.~~ The application and all required preliminary plan documentation shall be submitted to the Town ~~and must be deemed complete by the Town Planner~~ at least fifteen (15) days prior to the first Planning Board meeting of the month during which the subdivider wishes to be heard. ~~Failure to do so shall require re-submission of the Sketch Plan to the Board for review.~~ The Preliminary Plan shall conform to the layout shown on the Sketch Plan plus any recommendations made by the Board.

1.2. The application for conditional approval of the Preliminary Plan shall be accompanied by a fee as established in a Town Fee Schedule ~~as may be~~ revised from time to time by the Board of Selectmen and payable by check to the Town of Damariscotta, Maine with a note indicating the specific purpose of the fee.

2.3. In addition, the Board shall require the ~~applicant~~ ~~owner or the owner's authorized agent~~ to deposit in escrow an amount of money sufficient to cover the costs of any professional review of the subdivision application, which the board may feel is reasonably necessary to protect the general welfare of the Town. The amount for this escrow payment is established ~~in~~ in the Town Fee Schedule. This escrow payment shall be made before the Board engages any outside party to undertake this review and to make recommendations to the Board. When 75% of the escrow has been disbursed, review of the application shall cease until the applicant replenishes the escrow in an amount to be determined by the Board. Any part of this escrow payment in excess of the final costs for review shall be returned to the owner or the owner's agent.

(These provisions are common in Maine and permit the board to retain a consultant to assist in the review of the application. The assistance could consist of an engineer, planner, attorney or similar professional.)

3.4. The subdivider, or the subdivider's duly authorized representative, shall attend the meeting of the Board to discuss the Preliminary Plan.

4.5. The ~~Town Planner~~ ~~Planning Board~~ shall review the application and determine whether it is complete or, if the application is incomplete, the specific additional material needed to complete the application.

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~~5.6.~~ Within ~~thirtysixty (360)~~ days of receipt of a completed Preliminary Plan Application, ~~or within thirty (30) days of a public hearing~~, the Board shall take action to give preliminary approval, with or without modifications, or disapproval of such Preliminary Plan. The reason ~~for anyof any~~ modification required or the grounds for disapproval shall be stated upon the records of the Board ~~withand~~ a copy provided to the subdivider.

~~6.7.~~ No Preliminary Plan shall be acted on by the Board until the Board has scheduled and conducted a public hearing thereon. Notice of the time, place and date of such hearing shall be sent not less than seven (7) days before the hearing to the subdivider and to owners of property within 250 feet of the properties involved. Property owners shall be those listed in the most recent tax records of the Town of Damariscotta. Notice shall also be published in a newspaper of general circulation in the Town of Damariscotta at least two times, and the first date of the publication shall be at least seven (7) days prior to the public hearing. Failure to receive notice shall not invalidate the public hearing held.

~~7.8.~~ Preliminary approval of a Preliminary Plan shall not constitute approval of the Final Plan, but rather it shall be deemed as an expression of approval of the design submitted on the Preliminary Plan as a guide to the preparation of the Final Plan. The Final Plan shall be submitted for approval of the Board upon fulfillment of the requirements of this Ordinance and the conditions of the preliminary approval, if any. Prior to approval of the Final Subdivision Plan, the Board may require additional changes as a result of further study of the subdivision in final form or as a result of new information obtained at a public hearing but it is expected that if the Board gives preliminary approval, it will not revisit issues during final plan review that were satisfactorily addressed during preliminary review except for those contained in any conditions included with preliminary approval.

F. Preliminary Plan for Major Subdivisions Submissions

The following submissions shall be provided for all subdivisions unless the Board determines by majority vote that, pursuant to §103.9 and based on evidence provided by the applicant, one or more submissions is not applicable due to the size, location, type or other physical feature of the proposed subdivision. It is the intent of this section that waivers of submission requirements be the minimum necessary to reasonably accommodate specific and unique conditions of the proposed subdivision. If the applicant desires additional waivers of submission requirements, they should only be considered as part of an application for an Open Space Subdivision (see §103 Appendix A).

(This section gives the Board authority to waive some submission requirements. Any such waivers must be for good reason and should be stated in the vote and recorded in the minutes. Most potential waivers would be related to project size but size alone should not justify a lot of waivers.)

1. Location Map. The Preliminary Plan shall be accompanied by a Location Map drawn at a scale of not over four hundred feet (400') to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The Location Map shall show:

1.1 All the area within 2,500 feet of any property line of the proposed subdivision ~~including~~showing:

- i. All existing subdivisions and approximate tractlines of acreage parcels.
- ii. Location, widths and names of existing, filed or proposed streets, easements, building lines and alleys pertaining to the proposed subdivision and to the properties as designated above.
- iii. The boundaries and designations of parks and other public spaces.

iv. An outline of the proposed subdivision together with its street system and an indication of the future probable street system of the remaining portion of the tract, if the Preliminary Plan submitted covers only part of the subdivider's entire holding.

2. Preliminary Plan. The Preliminary Subdivision Plan shall be submitted, ~~with ten (10) copies of each map or drawing, together with ten (10) copies of any attachments required in order to demonstrate compliance with Sec. 103.2 and Sec. 103.6 for approval.~~ All dimensions shall be shown in feet or decimals of a foot and drawn to a scale of not more than 100 feet to the inch (preferably forty (40) feet to the inch). The Preliminary Plan and accompanying materials shall show:

2.1 All existing information provided as part of the Sketch Plan.

...

G. Final Plan for Major Subdivisions Procedure

1. The subdivider shall, within six (6) months after the preliminary approval of the Preliminary Plan, file with the Board an application for approval of the Final Subdivision Plan in the form described herein. The subdivider may be granted an extension ~~of this time requirement~~ by the Planning Board if a letter is submitted explaining the need for additional time. If the Final Plan is not submitted to the Board within six (6) months after approval of the Preliminary Plan, the Board may refuse without prejudice to act on the Final Plan and require resubmission of the Preliminary Plan. All applications for Final Plan approval for subdivisions shall be accompanied by a fee payable by check to the Town of Damariscotta, Maine. (See Town Fee Schedule.) The application and all required final plans shall be submitted to the Town Planner, Town Office in sufficient t ~~at least fifteen (15) days prior to the first Planning Board meeting of the month during which the subdivider wishes to be heard.~~

...

G. Final Plan for Major Subdivisions Submissions

1. The Final Plan shall be submitted ~~together with with the mylar original, two reproducible mylars and ten (10) copies, of each map or drawing, together with ten (10) copies of any attachments required to demonstrate compliance with Sec. 103.2 and Sec. 103.6 for approval.~~ All maps and drawings shall be printed or reproduced in the same manner as the Preliminary Plan. Space shall be reserved thereon for endorsement by all appropriate agencies. The Final Plan shall show:

1.1 All of the information presented on the Preliminary Plan, Location Map and any amendments thereto suggested or required by the Board.

1.1 The name, registration number and seal of the land surveyor or engineer or planning consultant who prepared the plan.

1.3 Street names and lines, pedestrian ways, lots, easements and areas to be reserved for or dedicated to public use.

1.4 Sufficient data to determine readily the location, bearing and length of every street line, lot line, boundary line, and to reproduce such lines upon the ground. Parting lines of all lands adjoining the subdivision shall be shown.

1.5 The length of all straight lines, the deflection angles, radii, length of curves and central angles of

all curves, tangent distances and tangent bearing for each street.

1.6 Lots within the subdivision, numbered as prescribed by the Board.

1.7 By proper designation, all public open space for which offers of cession are made by the subdivider and those spaces to which title is reserved by him.

1.8 Permanent reference monuments shown thus: "X". They shall be constructed and placed in accordance with specifications herein, and their location noted and referenced upon the Final Plan.

1.9 The Plan shall indicate the proposed landscaping program of the subdivider.

1.10 Any conditions of approval required by the Board

1.11 A statement indicating that any change or modification to any aspect of the approved plan shall be considered an amendment to the plan and shall require approval of the Board.

2. There shall be submitted to the Board with the Final Plan:

2.1 Written offers of cession to the Town of Damariscotta of all public open space shown on the Plan that is to be transferred to the Town, and copies of agreements or other documents are to be submitted showing the manner in ~~which spaces will be reserved in title by the subdivider, which spaces, title to which is reserved by the subdivider.~~

H. Final Plan for Major Subdivisions Approval and Filing

1. Upon completion of the requirements in Article VI and VII above, it shall be deemed to have final approval and the ~~Final Plan~~ ~~mylar copy~~ shall be properly signed by a majority of the members of the Board, using black ink.

2. The Board shall act on a Final Plan within thirty (30) days from the date of ~~an application being deemed complete by the Town Planner, receipt of the completed application~~ unless the subdivider agrees to an extension of ~~this time~~ ~~ee~~ period.

3. At the time the Board grants Final Plan approval, it may permit the Plan to be divided into two or more ~~phased~~ sections subject to any conditions of the Plan. The applicant may request that only a section of the approved Plan be filed with the Board and the Lincoln County Registry of Deeds if said section constitutes at least twenty-five (25) percent of the total number of lots contained in the approved Plan. In these circumstances, Plan approval on the remaining sections of the Plan shall remain in effect for two (2) years or a period of time mutually agreed to by the Board and the Subdivider.

4. After the Final Plans have ~~been signed by the Planning Board had the mylar approval entered upon them,~~ a copy of the plans shall be returned to the subdivider. One (1) signed copy, ~~including the sepia copy,~~ shall be retained by the Town to be maintained in the Subdivision Plan File. The Plan shall be filed by the applicant with the Lincoln County Registry of Deeds. Any Subdivision Plan ~~not filed~~ ~~not so filed~~ or recorded within sixty (60) days of the date upon which such Plan is approved, shall become null and void, unless the particular circumstances of said applicant warrant the Board to grant an extension which shall not exceed two additional periods of sixty (60) days. This 60-day period shall begin the day the plan is signed by the Planning Board.

Any extension of this 60-day period must be requested of the Planning Board before the first 60-day

period expires. The applicant shall provide the ~~Town Planner~~~~Code Enforcement Officer (CEO)~~ with a receipt from the Lincoln County Registry of Deeds within that time ~~frame~~~~limit~~ stating that the Plan has been filed and giving the Book and Page numbers. No building permits for an approved plan will be issued until the plan has been registered with the Lincoln County Registry of Deeds and a letter from the subdivider has been submitted to the Town stating that all permanent monuments as required by §103.7.A of this Ordinance have been placed.

I. Amendments to Previously Approved Subdivision Plan

Prior to making any change, erasure, modification or revision to a final Subdivision Plan which has been approved by the Board and endorsed in writing on the plan, the plan must be resubmitted to the Board for their review and approval of the proposed modifications. A public hearing may be held concerning a subdivision amendment as prescribed in §103.5.E.6 of this Ordinance. All amended plans must be signed by the Board and recorded in the Lincoln County Registry of Deeds within sixty (60) days of the date of approval. Any amended plan not so filed or recorded within sixty (60) days of the date upon which such plan is approved shall become null and void, unless the particular circumstances of said applicant warrant the Board to grant an extension which shall not exceed two additional periods of sixty (60) days. The applicant shall provide the ~~Town Planner~~~~Code Enforcement Officer (CEO)~~ with a receipt from the Lincoln County Registry of Deeds within that time ~~frame~~~~limit~~ stating that the plan has been filed and giving the book and page numbers.

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L. Performance Guarantees

1. The subdivider shall, in an amount set by the ~~Planning Board~~~~Board of Selectmen~~, file with the Town, prior to the issuance of a building permit, a performance guarantee in the form of a certified check payable to the Town of Damariscotta, a performance bond running to the Town of Damariscotta, an irrevocable letter of credit to cover the full cost of required improvements or some other form of surety that is acceptable to the ~~Planning Board~~~~Board of Selectmen~~. For the purposes of this section, required improvement shall mean all public and private roads, all drainage structures and ditches, all erosion control measures, all utilities, all landscaping and all recreation facilities. Any such bond shall be satisfactory to the ~~Planning Board~~~~Board of Selectmen~~ and the municipal attorney as to form, sufficiency, manner of execution and surety.

(The guarantee ensures that the overall project will be constructed in accordance with the approved plans, including both public and private roads, prior to the sale or development of any lots.)

2. At the discretion of the ~~Planning Board~~~~Board of Selectmen~~, the subdivider may be allowed to submit individual bonds for each phase of a project's development. If this option is chosen, prior to submission of each individual bond, the developer shall submit to the Town a written statement detailing completion dates for all roads and other public improvements planned for that phase.

3. A period of one year (or such period as the ~~Planning Board~~~~Board of Selectmen~~ may determine appropriate, not to exceed three (3) years) shall be set forth in the bond time within which required improvements must be completed.

4. Inspection of Required Improvements

4.1. At least fifteen (15) days prior to commencing construction of required improvements, the subdivider shall hold a pre-construction meeting with the Town Planner, Code Enforcement Officer,

~~or their designee(s) notify in writing the Code Enforcement Officer of the time when he proposes to commence construction of such improvements so that the Board of Selectmen can cause inspection can to be made~~ to assure that all specifications and requirements shall be met during the construction of required improvements, and to assure the satisfactory completion of improvements and utilities required by the Board. Inspection shall be made of all required public improvements as defined above.

4.2 At least five (5) days prior to commencing construction of required improvements, the subdivider shall pay an inspection fee equal to the estimated cost of inspection by an engineer appointed by the Town, payable by check to the Town of Damariscotta stating the purpose of the fee. No building permits shall be issued on the project and no work begun until the inspection fee has been paid.

(This inspection fee covers the cost of inspecting improvements as they are constructed.)

4.3 If the inspector shall find, upon inspection of the improvement performed before the expiration date of the performance bond, that any of the required improvements have not been constructed in accordance with plans and specifications filed by the subdivider, the inspector shall so report to the ~~Town Planner and Code Enforcement Officer~~Board of Selectmen, Road Commissioner and Building Inspector. The ~~Code Enforcement Officer~~Board of Selectmen shall then notify the subdivider and, if necessary, the bonding company or bank, and take all necessary steps to preserve the municipality's rights under the bond or letter of credit. No plan shall be approved by the Board as long as the subdivider is in default on a previously approved Plan.

~~4.4~~ If at any time before or during the construction of the required improvements it is demonstrated to the satisfaction of the inspector that unforeseen conditions make it necessary or preferable to modify the location or design of any required improvement, the inspector may, upon approval of the ~~Town Planner~~Board of Selectmen, authorize modifications, provided these modifications are within the spirit and intent of the Board's approval and do not extend to the waiver or substantial alteration of the function of any improvements required by the Board. ~~The inspector shall issue any authorization under this section in writing and shall transmit a copy of such authorization to the Code Enforcement Officer.~~

~~4.4~~ *(Unexpected conditions sometimes require changes to plans during construction. Rather than stop the project until the plans are revised and approved by the Board, the Town Planner ~~CEO~~ and the Board of Selectmen, with the advice of the inspector, can allow reasonable changes.)*

4.5. Upon completion and final inspection of all required improvements, any funds remaining in a project's inspection fee account, after all inspection fees have been paid, shall be returned to the subdivider.

4.6. The applicant shall be required to maintain all improvements and provide for snow removal on streets and sidewalks until acceptance of said improvements by the legislative body.

~~5.~~ 5. The performance guarantee shall not be released by the ~~Planning Board~~Board of Selectmen until:

5.1. The inspecting engineer has completed his final inspection of the project and has submitted a written report stating that all required public improvements as defined above have been completed in accordance with approved plans and specifications.

5.2. The ~~Board of Selectmen and~~ Code Enforcement Officer ~~has~~ve examined the site, ~~has~~ve reviewed the inspecting engineer's report and concur with his findings.

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5.3 Performance guarantees collected on phased work segments shall be released in the same manner as outlined above, upon the completion of each phase.

§103.6 GENERAL REQUIREMENTS

A. In reviewing applications for the subdivision of land, the Board shall consider the following general requirements unless the Board grants a waiver pursuant to §103.9. It is the intent of this section that waivers of any general requirements be the minimum necessary to reasonably accommodate specific and unique conditions of the proposed subdivision. If the applicant desires additional waivers of general requirements, they should only be considered as part of an application for an Open Space Subdivision (see §103 Appendix A). In all instances, the burden of proof shall be upon the person proposing the subdivision to prove that a waiver is needed.

(These requirements should be applicable to all subdivisions and reflect many of the legislative review criteria. They also provide guidance to the applicant in preparing some of the submissions listed in §103.5.)

B. Conformity with Comprehensive Plan

Any proposed subdivision shall be in conformity with the Comprehensive Plan of the Town of Damariscotta and with the provisions of all pertinent state and local codes and ordinances.

C. Retention of Proposed Public Sites and Open Spaces

1. For residential subdivisions, the subdivider shall reserve a minimum of ten (10) percent of the gross area of the subdivision as open space. Depending on the size and location of the subdivision, the Board may require the developer to provide up to ten (10) percent of his total area for recreation. It is desirable that areas reserved for recreation be at least one acre in size and easily accessible from all lots within the subdivision.

2. Developers shall be encouraged to retain any existing trail system, which crosses the property, or to re-route the trail system to a suitable portion of the property such that the integrity and continuity of the trail is retained.

~~*(If preservation of snowmobile trail is an important issue in Damariscotta, this section could be strengthened. For example, the PB could allow trail preservation to substitute for, all or in part, the open space requirement, above.)*~~

3. Developers shall be encouraged to retain the integrity and continuity of any greenbelt, which crosses the property.

4. The Planning Board shall consider the comments of the State Historic Preservation Officer, if any, and may require that significant archaeological or historical sites be preserved to the maximum extent possible both during construction and following completion of the development.

5. Land reserved for park and/or recreational purposes shall be of a character, configuration and location suitable for the particular use intended. A site to be used for active recreation purposes, such as a playground or a playfield, should be relatively level and dry, have a total frontage on one or more streets of at least 200 feet, and have no major dimensions of less than 200 feet. Sites selected primarily for scenic

or passive recreation purposes shall have such access as the Board may deem suitable and shall have no less than twenty-five (25) feet of road frontage. The configuration of such sites shall be deemed adequate by the Board with regard to scenic attributes to be preserved, together with sufficient areas for trails, lookouts, etc. where necessary and appropriate.

6. Where the proposed subdivision is located on a lake, pond, river, saltwater body or stream, a portion of the waterfront area shall be included in reserved land, which shall be a minimum of 200 feet plus ten (10) additional feet for each unit/lot.

7. Ownership shall be clearly indicated for all reservations of park and playground purposes on the Final Plan and shall be clearly established in a manner satisfactory to the town attorney so as to ensure the continuation of responsibility for ownership maintenance. The land or a part of it may be deeded to the Town of Damariscotta subject to the approval of the Town.

8. The Board may further require that the developer provide space for future municipal uses, in accordance with a Comprehensive Plan or policy statement, giving the Town first option on the property.

D. Preservation of Natural and Historic Features

The Board shall require that a proposed subdivision design include a landscape plan that will show the preservation of existing significant trees, the replacement of trees and vegetation, graded contours, streams and the preservation of scenic, historic or environmentally desirable areas. The street and lot layout shall be adapted to the topography. Extensive grading and filling shall be avoided as far as possible. A fifty (50) foot buffer strip shall be provided where the proposed subdivision abuts an existing road.

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J. Lots

1. In a new subdivision, each lot shall contain buildable land equivalent to at least 50% of the minimum lot size.

(For example, if the minimum lot sizeMLS is 80,000 sf, the lot would need at least 40,000 sf buildable land whether its actual size were 80,000 sf or 10 acres.)

2. Lot configuration and area shall be designed to provide for adequate off-street parking and service facilities based upon the type of development proposed.

3. Lots with multiple frontages shall be avoided wherever possible. When lots do have frontage on two or more roads, the plan and deed restrictions shall indicate that vehicular access shall be located only on the less traveled way.

4. Wherever possible, side lot lines shall be perpendicular to the street.

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CDBG-EDP for Damariscotta Update

Cupacity Withdraw: Cupacity chose to withdraw their application before the Town submitted the Phase 2 documents required to begin drawdowns. Because none of the \$120,000 from CDBG had been withdrawn, the Town of Damariscotta will not be penalized by any current or future CDBG applications. This not rare for an applicant to come all this way and withdraw at this phase. MCOG will not be charging the community for any fees because this was part of technical assistance. Susan Murphy has informed me through an email that she is fine paying for the ads that had to run for the required public hearings.

CDBG Funds: I spoke with Doug Ray, Brianne Hasty, and Deborah Johnson at Maine DECD (who are all involved with this program) about this withdraw. All three have noted that the \$120,000 is available throughout this fiscal year, and the Town can present an alternative business for up to \$120,000. However, the Town would need to re-submit another application and go through Phase 2 again if there is interest.

Du Jardin: I was approached by Susan Chalmers with Du Jardin (located at 2 Hodgdon Street) about applying for the CDBG back in March, which I said couldn't be done because the Town already applied for Cupacity. Maine CDBG only allows 1 application per municipality for each category. Susan Chalmers expressed interest for \$60,000 in grant funding and the ability to hire 2 Full-Time Equivalent positions (1 Full Time and 2 Part-time). I provided a brief scope of Du Jardin's application to the State, and said it would be an acceptable project that may submit an application at this time for part of the \$120,000 from Cupacity.

Du Jardin Overview: Susan Chalmers initially sold licensed products out of her home. During Covid, Susan shifted her sales to homemade beauty products that were made at a barn located at her residence, which has been approved as a Home Occupation. This includes the production of soaps, shampoo bars, face mists, facial scrubs and mists, oils for luxury treatment, and the resale of environmentally sustainable products. The business is currently run solely by Susan Chalmers.

Du Jardin Proposal: Susan is currently limited to word of mouth and farmers market sales, which has still seen net profits. Susan's current setup requires out-of-state resources and supply chains to create FDA required labels, which increases the amount of overhead expenses and can delay the sale of products if there are any snags in supply chains. Susan would use CDBG funds to purchase a label maker to reduce overhead expenses, purchase equipment to increase the output of products, purchase a heat pump to make the second floor capable of being the production and administrative office so the ground floor can expand the retail space, and purchase a bulk inventory of materials to meet the increase in demand in new markets that Susan

has had to reject due to her limited capacity. The savings and increased revenue from capturing the demand would pay for 1 Full Time position to help with production and retail sales, and 2 Part Time positions to attend year-round Farmers Markets that have been difficult for Susan to attend in the past due to her focus on production, the anchor store, and overlapping times of multiple markets being open.

Next Steps: If the Town wishes to proceed with Du Jardin, a new public hearing will be required for the application as well as a public hearing for Phase 2 if the State approves it. Susan Chalmers is aware of this and will contribute to the advertisement fees. The application would be put together by Susan Chalmers and the Midcoast Council of Governments as technical assistance to Damariscotta at no expense. The CEO will need to sign off on a new Environmental Review, which will be even easier than before because the location is exempt from all categories and is not located in a FEMA floodplain. The Environmental Review can be submitted before the application is submitted so Susan can begin her match contributions and hiring requirements.

I have discussed with Isabelle about potential Planning Board involvement, which is a CDBG Phase 2 requirement. Isabelle said that a Home Occupation is limited to two additional employees that do not live at the property. If Du Jardin chooses to have 3 total employees, then Isabelle said the business would become an “arts and crafts studios, antique shops, and galleries” use, which requires conditional approval from the Planning Board.

Based on my discussions with Susan Chalmers/ Du Jardin, an application would be submitted in late January/ early February, and Phase 2 would be submitted by April depending on the Planning Board timeline.

If the Select Board chooses to not move forward with Du Jardin at this time, then the CDBG would begin offering this program in July of next year.